

The Greater Cleveland Federation of Dance Clubs, Inc.
Constitution and By-Laws
As of July 25, 2011

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The GREATER CLEVELAND FEDERATION OF DANCE CLUBS, INC., a non profit corporation, met on the ninth day of May 2011 and adopted the following revised constitution and by-laws hereby repealing any and all former regulations, constitutions and by-laws.

ARTICLE I: Name

Section 1:

The name shall be The Greater Cleveland Federation of Dance Clubs, Inc.

ARTICLE II: Purpose

Section 1.

The purpose of this Federation shall be:

- To educate the general public about the health benefits of the square dance activity,
- To promote and preserve square and round dances and their related arts,
- To alert members of dancing activity conflicts,
- To acquire and disseminate knowledge and information regarding dances and dancing activities within the Greater Cleveland area,
- To assist member clubs in their activities, such as, but not limited to, teaching and demonstrating the art of square dancing,
- To provide a form by which member clubs can be aware of the activities and issues being experienced by other member clubs.

Section 2.

Each member club shall be autonomous; subject, however, to the authority of the Federation as the same shall be limited by the items explicitly set forth in these by-laws.

ARTICLE III.: Membership

Section 1. General

Membership in the Federation shall be composed of qualified clubs in the Cleveland area.

Section 2. Eligibility.

All square, round and/or related dance clubs in the Greater Cleveland Area shall be eligible to apply for membership in the Federation.

Section 3. Admission.

Clubs making application for membership shall be admitted by the following procedure:

- A. Application for membership: The President or an appointed representative of a club seeking admission to the Federation shall complete and sign a "Membership Application Form", and return it to the Corresponding Secretary of the Federation.

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Article III - Membership (cont'd)

Section 3. Admission (cont'd)

- B. The application of the club seeking admission shall be reviewed by the Admission Committee, which shall consist of the Corresponding Secretary as Chairperson, plus two representatives to be chosen by the Committee Chairperson. The Admission Committee shall ascertain if the applicant club qualifies for admission under the following provision:
1. A club being admitted to membership shall be a bona-fide dance club, having been organized expressly for the enjoyment and promotion of dancing.
- C. The Corresponding Secretary shall report the findings of the Admission Committee at the first regular meeting of the Federation following the review by the committee with a recommendation to approve or deny the request. The assembled representatives will accept or reject the recommendation by a majority vote.

Section 4. Representation

Upon being accepted into membership, each club will be entitled to two (2) representatives, who are members of said club, with each club representative in attendance at meetings being entitled to one (1) vote. Each club may have alternate representatives who may function as a representative in the absence of said representative.

Section 5. Dues

The membership dues shall be payable in advance and due on the first official meeting night in January.

Section 6. Size of Membership

Membership shall be limited. Such limitations shall be established in the Standing Rules.

Section 7. Resignation From Membership

Clubs shall notify the Corresponding Secretary in writing.

Section 8. Rights and Privileges

Club representatives or their alternates shall be entitled to vote on all matters coming before the Federation for action and to vote and elect officers at the annual election in accordance with the provisions set forth in Section 3 of the Article. No individual shall represent more than one club at a given meeting.

Section 9. Suspension and Expulsion

Definition terms:

Suspension - A suspended club may be reinstated by a majority vote of the representatives at a regularly scheduled meeting after demonstration that the cause for suspension has been remedied.

Expulsion - An expelled club shall lose all membership status, but may be re-admitted as a new member with a two thirds vote of the representatives at a regularly scheduled meeting.

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Article III - Membership (cont'd)

Section 9. Suspension and Expulsion (cont'd)

Clubs may be expelled or suspended for cause in the following manner. The Corresponding Secretary will bring to the attention of the Federation the name of the club to be considered for suspension or expulsion. The president will call for a vote of the representatives when required. A two thirds vote is required for expulsion.

- A. A club being thirty (30) days in arrears in their dues, (assessed in accordance with the terms of this constitution) shall be suspended.
- B. Any representative may call for the expulsion of a club which is felt to be in violation of the rules. Cause must be presented in writing, and be read at two meetings. Immediately after the second reading a vote shall be taken.
- C. Member clubs shall be expelled if not properly represented in at least four (4) of the scheduled meeting of the fiscal year.
- D. Any club violating this Constitution and its By-Laws may be expelled or suspended.

ARTICLE IV - OFFICERS

Section 1. Offices

The offices of this corporation shall be: a President, a Vice President, a Recording Secretary, a Treasurer, a Corresponding Secretary. All of whom shall hold office without compensation or remuneration.

Section 2. Eligibility

Each officer shall be a representative or alternate of a member club in good standing. Officers may be designated as a couple holding the office.

Section 3. Term

All officers shall enter upon their official duties at the first regular meeting following the annual meeting and shall serve for a term of one (1) year, and/or until their successors shall be duly elected. The Federation shall bond the office of Treasurer with a fidelity bond in the amount of six thousand (\$6,000.00) dollars. All officers shall be limited to four (4) consecutive years in the same office.

Section 4. Duties

The duties of the officers shall be as follows:

- A. President: The president shall be the executive officer of the Federation. He/she shall preside over all meetings of the Federation. He/she shall appoint all permanent and temporary committee chairpersons and shall perform such other duties as usually pertain to the office of president. The presiding officer shall vote only in event of a tie vote.
- B. Vice President: The vice president shall, in the absence of the president, assume the duties of the president. He/she shall be responsible for federation sponsored dances.
- C. Recording Secretary: The recording secretary, in the absence of both the president and vice president, shall preside at all meetings of the Federation. He/she shall keep the minutes of all

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ARTICLE IV - OFFICERS (cont'd)

Section 4. Duties (cont'd)

- business meetings, listing all matters which have been acted on th the membership. He/she shall update the standing rules with any motion having a continuing effect on the federation.
- D. Treasurer: The treasurer shall collect all funds due the Federation and shall deposit same in a local commercial or savings bank and disburse same in payment of all authorized indebtedness of the Federation. His/her accounts and books are to open at all time for inspection by the president and any authorized auditing committee. He/she shall make a report at all meetings of the Federation of receipts, disbursements and cash on hand. He/she shall make reports at such other times as the president may require.
- E. Corresponding Secretary: The corresponding secretary shall handle all correspondence relating to the Federation, and with the assistance of the service committee, keep an up-to-date file of member clubs, and notify all member clubs of dues thirty (30) days prior to January 1st, and other pertinent information. (See Article XII, Section 1.).

ARTICLE V - MEETINGS

Section 1. Regular Meetings

Effective January 1st, 2010. The regular business meeting shall be held on the fourth (4th) Monday of every odd numbered month except May which will be on the third (3rd) Monday. However, with reason, meetings may be held on other dates provided 2 weeks notice is given to all delegates.

Section 2. Annual Meeting

The January meeting shall be designated annual meeting, at which time the election of officers of the Federation shall be held.

Section 3. Quorum

A quorum for the transaction of such business as may properly come before the Federation shall consist of twenty five percent (25%) of the member clubs.

ARTICLE VI - ELECTIONS

Section 1. Timing

The election of officers shall take place at the annual meeting of the Federation (ARTICLE V, Section 2).

Section 2. Nominating Committee

A nominating committee consisting of chairperson and two (2) members will be appointed by the president at least ninety (90) days prior to the annual election. The slate of candidates will be presented at the meeting preceding the election of officers.

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ARTICLE VI - ELECTIONS (cont'd)

Section 3. Other Nominations

Nominations for offices may also be made from the floor at the annual meeting.

Section 4. Voting Procedure

In the event that more than one nomination is made for the same office, the presiding officer will cause the tellers to pass out ballots for the qualified representatives to cast their vote. The tellers will report to the Recording Secretary, who will announce the results. In case of single nominations for office, a voice vote or show of hands will suffice.

Section 5. Re-election

No officer shall be elected to a given office for more than four successive terms. This shall not prohibit any person from serving a second time if at least one year has elapsed between terms.

ARTICLE VII - COMMITTEES

Section 1 - Formation

Committees shall be formed in the following manner:

- A. Chairperson of committees, both permanent and temporary shall be appointed by the president.
- B. Committee members shall be appointed by the chairperson.
- C. The service committee shall assist the corresponding secretary in-so-far as possible in accordance with ARTICLE XIII., Sections A through J.

ARTICLE VIII - DISSOLUTION

Section 1.

In the event that this corporation should be dissolved, the remaining funds in the treasury shall be donated to some deserving charitable organizations to be determined by the representatives at the time of the dissolution after a period of six months. This time is to assure that no unforeseen expense or debts surface.

ARTICLE IX - PARLIAMENTARY AUTHORITY

Section 1.

“Roberts Rules of Order” shall be the parliamentary authority for all matters of procedure not specifically covered by the constitution and by-laws of the Greater Cleveland Federation of Dance Clubs, Inc.

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ARTICLE X - ADDITIONS AND AMENDMENTS

Section 1. Authorized

The representatives shall have the power to adopt such further rules, regulations or by-laws for the Federation, as they may deem necessary and proper.

Section 2. Procedure

This constitution and by-laws may be adopted, amended or repealed by a two thirds affirmative vote on the representatives present. However, any amendment must be submitted in writing and endure a second reading at the next regular meeting and will be voted upon at the same meeting immediately after the second reading.

Section 3. Effective

Upon the affirmative vote to amend any article or sections thereof, all previous constitutions, regulations or by-laws are repealed.

Section 4. Standing Rules

A set of standing rules shall be established. They shall consist of any and all action taken at regular meetings which have an ongoing effect on the affairs of the organization. These rules may be adapted and changed by majority vote of the attending representatives. The recording secretary shall maintain a list of such rules, along with the date each rule was adopted.

ARTICLE XI - STATE CORPORATION

Section 1. Membership

The Federation shall be a member in good standing of this organization and shall be represented by two (2) delegates.

Section 2. Election

One (1) accredited delegate representing the Cleveland Federation shall be elected after nomination at the annual meeting of the Federation (ARTICLE V., Section 2).

Section 3. Term

Each delegate shall be elected for a two (2) year term on alternate years and shall serve until his/her successor be elected or qualified.

Section 4. Criteria

It shall be the duty of the electors to choose the delegates with discretion in order that this body be represented capable by its delegates, to the exclusion of such people as husband and wife.

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ARTICLE XI - STATE CORPORATION (cont'd)

Section 5. Reimbursement

Each delegate shall receive from the treasurer a sum of money to defray expenses incurred while attending meetings of the State Corporation. The amount of this sum is to be determined by the representation of the Cleveland Federation.

ARTICLE XII - BUREAU OF CO-OPERATIVE SERVICES

Section 1.

The following services shall be provided by the federation:

- A. Establish and maintain a periodic publication for the purpose of communicating with the dance community. It shall be called Tip Topics and shall be the official publication of the Federation. The editor shall be appointed by the president.
- B. A Bureau of Co-operative Services shall be established to assist member clubs in the following ways, and in other matters which may be defined by the body in the future.
 1. Have a schedule of out of town callers on file, where to contact, etc.. Please note: The club or clubs wishing to sponsor an out of town caller will make direct arrangements for their dance or dances.
 2. Have a listing of callers and teachers, type of calling or teaching, ie. beginner, intermediate, advanced, and availability of open dances.
 3. By proper scheduling, help prevent conflicting dance dates insofar as possible.
 4. List the member club's dances as to their status (open, closed, level, banner raids allowed or not), dates, time, place, whom to contact, etc..
- C. Hold an annual dance at a site that can accommodate all the dancers of member clubs of the Federation.
- D. Publicize the activity and invite spectators, if possible, to acquaint the general public with our type of dancing, and thereby recruit new dancers.
- E. No club shall schedule a dance to conflict with the federation sponsored dances such as the Tip Topper or Federama. Any group holding a dance on the same date (night) as such federation dances shall be denied listing of that dance in Tip Topics. Further all member clubs are expected to refuse to display fliers advertising dances scheduled so as to cause such conflict.
- F. In the event that the Federation votes to host the state or national convention, no Federation member club should hold a dance on the dates of the convention.