

# Constitution of the Chattanooga Area Square Dance Association

May 1986

**ARTICLE I** The name of the organization shall be known as the Chattanooga Area Square Dance Association and will hereinafter be referred to in this document as CASDA.

**ARTICLE II** The duration of CASDA is perpetual.

**ARTICLE III** This association (CASDA) is not for profit. The general welfare of society, not individual profit, is the object for which CASDA is constructed; and the members are not stockholders in the legal sense of the term, and no dividends or profit shall be divided among the members, as provided in or contemplated by Section 501 (c) (7) of the Internal Revenue Code.

**ARTICLE IV** The aims and objectives of CASDA shall be as follows:

A. To encourage the participation in and enjoyment of Western Style Square Dancing and its related arts, and the promotion of a spirit of friendship and understanding;

B. To provide information for coordinating activities related to square and round dancing throughout the Chattanooga area;

C. To improve the social image of square dance related activities through acceptable publicity and practices;

D. To increase the social strength of square dance related organizations through the effects of a collective and unified body;

E. To promote and maintain standards which will keep square dance related activities on a high social level that is above reproach;

F. To conduct an annual dance festival and sponsor other dances periodically.

**ARTICLE V** The fiscal year shall start on January 1 and end on December 31.

**ARTICLE VI** Membership in the association shall be open to all area non-profit organized square dance clubs or related organizations meeting the requirements as provided hereinafter and in the By-Laws.

**ARTICLE VII** CASDA and eligible member clubs shall maintain membership in the Tennessee State Association of Square and Round Dance Clubs, Inc.

**ARTICLE VIII**

A. Scheduled meetings shall be held quarterly. The annual meeting shall be the last quarterly meeting of the calendar year.

B. Special meetings may be called as provided in the By-Laws.

C. Meeting agenda shall consist of, but not be limited to, the following:

1. Reading and approval of minutes of previous meeting.

2. Financial report.

3. Area (state) report.

4. Report of committees.

5. Unfinished (old) business.

6. New business.

7. Election of officers (if applicable).

8. Announcements.

9. Adjournment.

**ARTICLE IX** Voting shall be by those recognized and authorized to do so in the By-Laws.

**ARTICLE X** The officers of the association shall be the President, Vice President, Secretary, and Treasurer and shall rank accordingly. All officers must be active members of a CASDA member club. The duties of the officers shall be as stated in the By-Laws. Vacancies in these offices shall be filled as provided in the By-Laws.

**ARTICLE XI** This Constitution may be amended by reading the proposed amendment at a regularly scheduled meeting of the association, after which a second reading will be made at the next regularly scheduled meeting and, at the second meeting, approved by a two-thirds (2/3) affirmative vote of all those recognized and authorized to do so in the By-Laws, and as provided in Article IX of the Constitution.

**ARTICLE XII** "Robert's Rules of Order Revised" shall govern where applicable, if not covered by the By-Laws or standing rules.

## By-Laws

# Chattanooga Area Square Dance Association

revised 3 October 2009

## Article I Membership

Section 1. Membership in the association shall be open to all area non-profit organized square, round or related organizations, which are accepted for membership by majority vote of the Executive Board and whose dues payments are current and have complied with the active rules of membership set forth by the Executive Board.

Section 2. Annual member club dues shall be set by the Executive Board at a rate proportional to their enrollment. Dues shall be paid for all bonafide members of each club by January 1 of each year. If a bonafide member submits his dues with another club, that Club Name shall be listed on the roster submitted to the Executive Board (per section 3). The Executive Board shall verify that his dues are submitted with the listed Club name on your roster, and notify your Club, the named Club and the member, if the submitted club named DOES NOT show the dues are being submitted with them. (To clarify – if an individual belongs to more than one CASDA club, CASDA dues only have to be paid by one club as designated by the individual.)

CASDA dues are due January 1 of each year. Insurance should be paid to CASDA by December 15<sup>th</sup> whether paid to CASDA or the State.

Section 3. Member clubs or related organizations must submit a complete roster of their membership by January 1 of each year. Rosters shall include each name, address, zip code, phone number, and shall indicate type of club or related organization. This roster shall also indicate the Club Delegate and an alternate for the Board. Additional rosters (such as a new class) may be submitted at any other time without an accompanying dues payment. Class members must pay dues if they join a club as a full time member by January 1 of each year.

Section 4. A member club or related organization which fails to uphold or comply with the Constitution and By-Laws, or for other cause deemed sufficient, may be suspended or expelled by an affirmative vote of two-thirds (2/3) of the Executive Board, after an appropriate hearing, due notice having been given in writing to said club or related organization at least one (1) month before such vote is taken.

Section 5. Any member club or related organization may resign by written notice to the President, with a copy to the Secretary.

## **Article II Executive Board**

Section 1. The official governing body of CASDA shall be the Executive Board consisting of the elected officers of CASDA, the immediate Past President (ex officio), the Delegate and/or Alternate from each member club or related organization, and not more than three additional persons holding special executive or committee appointment by the President (i.e. Publicity Chairman, Choo Choo Festival Chairman, and Choo Choo Festival Vice Chairman), which have been confirmed by the Board.

Section 2. It shall be the duty of the Executive Board to carry out the business of the association. It shall have referred to it all matters pertaining to policy and legislation. The Executive Board shall meet at least quarterly. Representation by fifty percent (50%) of the member clubs and related organizations at meetings of the Executive Board shall constitute a quorum for the transaction of business by the association. Special meetings of the Executive Board may be called by the President or upon written request of twenty five percent (25%) of the member clubs or related organizations.

Section 3. Each member club or related organization shall have one (1) Delegate as a member of the Board. Each club president shall inform the CASDA President of the name of the club delegate and a list of alternates in order of active participation in writing (per MEMBERSHIP ARTICLE 1 Section 3) and orally as soon as possible, followed with the notice in writing as delegates change. In lieu of this information being submitted by the club president, the CASDA President may ask all recognized members of the member clubs present at the meeting to designate three of their number as a delegate. Should a person be present who is a member of two or more clubs or related organization, that person can only serve as a delegate for only one club.

## **Article III Officers**

Section 1. Elected officers shall be President, Vice President, Secretary and Treasurer.

Section 2. The President shall preside at all meetings and, subject to the direction of the Executive Board, shall have general responsibility for the affairs. He shall be an ex officio member of all the committees. He shall serve as Area Vice President of the Tennessee State Association of Square and Round Dance Clubs, Inc. He shall perform such other duties as are usually incident upon the office of the President.

Section 3. In the absence of the President the Vice President shall perform the duties of the President. He shall assist the President in coordinating all activities of the organization and perform such other responsibilities as directed by the President.

Section 4. The Secretary shall keep the minutes of all meetings and shall maintain an accurate record of the attendance at all meetings of the association. Copies of the minutes and financial report should be mailed to the officers, member club presidents, designated member club delegates, and to any others designated by the President. A file of all member club membership rosters shall be maintained. The Secretary shall also perform all other duties ordinarily incident to the office.

Section 5. The Treasurer shall have custody of all funds and accounts and shall have responsibility for collecting and disbursing all dues, fees or other monies. He shall have the books available at any reasonable time for inspection by the Executive Board.

All monies disbursed (checks written) shall carry the signature of the Treasurer and the signature of another of the persons designated by the President.

Section 6. A nominating committee shall be appointed by the President with no less than three members, with no two members from any one member club. The President may appoint one of the members as chairman. The President may not serve as chairman himself.

The nominating committee shall make its report no later than the last regularly scheduled meeting of the calendar year.

Any active member of a club holding membership in CASDA is eligible to hold an elective office in the Association.

Section 7. Officers shall be elected by the Executive Board at the last regular meeting of the calendar year and shall assume office on January 1 for a period of one year.

Section 8. Any office except President becoming vacant must be filled by appointment of the President, with the approval of the Executive Board. The vacancy of the office of President will be filled by the Vice President. The new officer on all such cases will serve only until the next regularly scheduled election.

## **Article IV Committees**

Section 1. The President shall appoint chairmen and members to three (3) standing committees, which shall be designated s (A) Publicity Committee; (B) Choo Choo Festival Committee; (C) Education Committee.

(A) The chairman of the Publicity Committee shall be designated as “Chatter” Editor. This committee shall promote the Association, its aims and objectives, and shall publicize Western Style Square and Round Dancing and its related arts and shall perform other duties as directed by the Executive Board. Such promotions shall be accomplished through a regular bi-monthly publication and other methods available. Members on this committee shall be in any number appointed by the President.

(B) The Choo Choo Festival Chairman shall have responsibility for the annual festival which shall be held the second weekend in October, contingent upon the availability of satisfactory facilities. Members of this committee may be of any number appointed by the President.

(C) The Education Committee shall be responsible for the general education of the membership in the areas of the State Association and the benefits of their CASDA membership. They shall also aid and assist member clubs and related organizations in acquiring educational materials for the betterment and improvement of the Western Style Square Dance movement. Members of this committee may be of any number appointed by the President.

Section 2. Special committees may be established from time to time and shall perform such duties as directed by the President to the Executive Board. These committees may include, but are not limited to, Auditing Committee, By-Laws Committee, and Special Dance Committee.

Section 3. Delegates to all meetings of the Tennessee State Association of Square and Round Dance Clubs, Inc. shall be appointed by the President with approval of the Executive Board.

## **Article V Amendments**

Section 1. Proposed amendments must be submitted to the Executive Board in writing as a regularly scheduled meeting of the association and may be adopted at the next regularly scheduled meeting.

Section 2. The By-Laws may be amended by an affirmative vote of a majority of the Executive Board voting.

## Banner Stealing Rules

# Chattanooga Area Square Dance Association Policies and Procedures

Amended and Adopted 24 February 2002

1. Each club shall have a Home Banner and at least one (1) Traveling Banner. Only the Traveling Banner may be stolen. If the Traveling Banner has been stolen, then the club may give a certificate or ribbon to the visiting club(s) that qualify for the banner stealing rules. No other items, such as the caller's belt, the president's belt, etc..., may be stolen from any club.
2. To steal a banner, a visiting club should have at least four (4) couples of club members or new graduates in attendance at a regularly scheduled dance and must remain for at least four (4) tips or until the end of the dance. A caller attending as a dancer may participate in the banner stealing as a part of the eligible square.
3. For the club to retrieve their banner, they should have at least four (4) couples of club members or new graduates in attendance at a regularly scheduled dance and must remain for at least four (4) tips or until the end of the dance.
4. To steal the club's banner at the same dance where the visiting club is retrieving their banner, at least eight (8) couples of club members or new graduates must be in attendance at a regularly scheduled dance and must remain at least four (4) tips or to the end of the dance.
5. When two (2) or more clubs attempt to steal a club's banner at the same dance, the club that completes a square first will have the first right to steal the club's banner. (See Rule 1)
6. Banners will not be presented to clubs that dance on the same night as the host club.
7. Banners may be stolen at special dances, graduation dances, etc..., with a minimum of four (4) couples to retrieve their banner and eight (8) couples to retrieve their banner and steal the host's banner. Clubs stealing a club banner while promoting a future "Special" dance, may at their discretion, agree to return the stolen banner in return for attendance at their "Special" dance.
8. Clubs are encouraged to retrieve their banners within sixty (60) days of being stolen.