

CONSTITUTION AND BYLAWS
OF THE
SOUTHEAST AREA SQUARE DANCE COUNCIL
Revised – April 13, 2008

CONSTITUTION

Article I
Name and Headquarters

1. The name of this association shall be the Southeast Area Square Dance Council (referred to hereinafter as the SEASDC or simply the Council).
2. The principal headquarters shall be the address of the SEASDC President or such other address as designated by the SEASDC **Executive Board**

Article II
Objectives

1. The primary objective of this Council shall be to promote and enhance in good fellowship, the art of square, round and folk dancing. To this end, this Council shall promote and sponsor such programs as may tend to increase participation in the dancing activities.
2. The Council shall be incorporated with the Colorado Secretary of State and the **Executive Board** shall maintain a renewable non-profit status.

Article III
Jurisdiction and Membership

1. The SEASDC geographical area shall be defined by the map boundaries found in the latest version of "Promenading in the Rockies". This document is revised, as necessary, by the Colorado State Square Dance Association (CSSDA), and **is** available through the **SEASDC'S** Junior Representative **to the CSSDA**.
2. The Council membership shall consist of organized square, round, and/or folk-dance clubs or groups within the SEASDC area, with said clubs to have at least 8 dancers holding a dance at least 6 times per year.
3. Each member organization shall be entitled to have two appointed representatives, but must have at least one, on the Council. One shall be designated a Senior Representative and the other a Junior Representative. Club representatives shall be chosen by the member organization according to their bylaws. Each representative position of a member organization in good standing shall be entitled to ONE vote. The voting representative may be one individual or a couple as specified by the bylaws of the member club. There is a maximum of TWO votes per club.

Article IV

Dues

1. The annual dues of each member organization, (**i.e. dance club**) shall be \$25.00 per year, payable at or before the January meeting. The dues shall be used to pay the CSSDA dues, provide a club subscription to the SEASDC Bulletin and for support of the annual Tumbleweed Jamboree. If an organization joins after the July SEASDC meeting the dues shall be \$15.00 for the balance of the fiscal year. Any member organization whose dues are more than two months in arrears shall be contacted by a Council Officer concerning renewal before being removed from membership. There may be an administrative fee added to the dues for reinstatement. The fee will be determined by the **Executive Board**.
2. At the January SEASDC meeting the Treasurer shall provide a check to the SEASDC Senior Representative covering the CSSDA annual dues for member clubs within the Council. This check is to be taken to the CSSDA January meeting and given to the CSSDA Treasurer with three (3) copies of the names of member clubs, cities in which they are located, and the full name and address of the current president and/or contact person.

Article V Officers

1. The Council Officers shall be President, Vice-President, Secretary, Treasurer and two Representatives, Senior and Junior, to the CSSDA and they shall constitute the **Executive Board**.
2. Their term of office shall be one year from the new business agenda item during the January meeting. No officer shall serve in the same office for more than two consecutive full terms.
3. In the event of a vacancy in the office of President, the Vice-President shall assume the office. Vacancies in the office of Vice-President, Secretary, Treasurer, or a Representative shall be appointed by the **Executive Board** at the next regular meeting after the vacancy occurs, and they shall complete the unexpired term.
4. Any officer, who fails to attend two consecutive Council meetings, will be reviewed by the Board of Directors. Findings and recommendations may include forfeiture of office, and the vacancy to be filled by the Board of Directors.
5. Any SEASDC Senior or Junior Representative who fails to attend two consecutive CSSDA meetings, will be reviewed by the Board of Directors. Findings and recommendations may include forfeiture of office, and the vacancy to be filled by the **Executive Board**.

Article VI Duties of Officers

1. The President shall preside at all meetings of the Council, appoint a Nominating Committee Chairman, a Sunshine & Shadow person, appoint other such committees as may be necessary, **may** attend CSSDA meetings and may serve as ex-officio member of all committees except the Nominating Committee.

2. The **Executive Board** shall submit a detailed budget for the current year to be presented for approval at the January Council meeting. The budget year is February **1** through January **31**. The council may revise the annual budget at any regular meeting. The **Executive Board** shall appoint an Audit Committee, Bulletin Editor, Hall of Fame Committee member, **Hi Country Weekend Chairman**, History Book Chairman, Insurance Chairman, Lloyd Shaw Award Committee member, **Promotion Committee Chairman** and State Festival Chairman.
3. The Vice-President (VP) shall preside in the absence or inability of the President to perform their duties; and shall determine if a quorum is present at each Council meeting by calling the name and club affiliation of the Senior and Junior Representatives. Anyone representing absent Representatives with a proxy shall announce themselves and provide the proxy to the VP. The VP shall be custodian of the Council Banner and Flag and have them on display at all Council meetings and functions; also maintain the supply box according to the Vice-President Policy Sheet. The VP will serve as the Tumbleweed Jamboree Chairman with the full support of the Executive Board.
4. The Secretary shall keep accurate minutes of each meeting, regular and special. The Secretary shall provide a sign-in sheet for each Council meeting. Attendees shall print and sign the sheet and identify their purpose, such as Senior Representative (with club name) or Proxy holder (give name and club) or visitor or SEASDC Officer. A copy of the minutes shall be provided to the President and the Bulletin Editor within one week after each regular meeting.
5. The Treasurer shall keep current and complete financial documents of all moneys received and disbursed. The Treasurer shall report, at each regular Council meeting, the income, expenses, total assets and percent of each budget item expended to date. Financial records shall be provided for the audit committee one week after the January meeting.
6. The **Council Junior and Senior Representatives** shall attend CSSDA meetings. They will report at the next regular Council meeting the business discussed at CSSDA. The Senior Representative will relate all business, in writing, from Council to State to Council. The Junior Representative will keep current all publicity information and submit, in writing, to the CSSDA Publicity breakfast and report back to Council. The **Council** State Representatives will submit information concerning Council activities to the Bulletin Editor.
7. The **Board of Directors** will serve as audit committee for the Hi Country Weekend and the Tumbleweed Jamboree.

Article VII Committees

- 1.. STATE FESTIVAL. The **Executive Board** shall appoint a chairman for the State Festival Committee three (3) years prior to when it is to be hosted by the SEASDC.
2. BULLETIN EDITOR. The **Executive Board** shall appoint a qualified person to edit and publish the Bulletin for the area. The Bulletin must contain the Secretary's official minutes, including attachments. It shall be distributed four (4) times per year after regular Council meetings and also will include items such as scheduled dances and club news.
3. NOMINATING. The President shall appoint a Nominating Committee Chairman at the July meeting. The Chairman shall select two more members, no two of whom shall be members of the same club. The committee shall present proposed elective officers at the October Council meeting.

- 4.. HISTORY BOOK. The **Executive Board** shall appoint a chairman to keep the History Book current and on display at regular meetings and special events.
5. TUMBLEWEED JAMBOREE. The Vice-President shall serve as the Chairman. The date for this dance will be the first Saturday in March. The dance program will be mainstream with emphasis on welcoming new dancers to our Southeast Area Council of Clubs. At this dance the presentation of the Lloyd Shaw award will be presented and members that have been qualified for the Hall of Fame will be inducted into the Southeast Area Hall of Fame. The Board of Directors shall propose to the Council at the July meeting the location of the next years' Jamboree.
6. HI COUNTRY WEEKEND DANCE will be sponsored by the SEASDC. This dance will be maintained as a weekend function. The dance will be held in Westcliffe, Colorado the first full weekend in August. The Chairman for this dance will be appointed by the Executive Board by the April meeting of the year prior to this weekend function and will be supported and directed by the Executive Board of the SEASDC.
7. HALL OF FAME. The **Executive Board** shall appoint couples/members to the Hall of Fame Committee as required in the Policy sheet. The full term of an appointment is three (3) years. The Hall of Fame Chairman shall perform the duties as described in the Policy Sheet.
8. AUDIT. The **Board of Directors** shall appoint the Audit Committee at the October meeting. It shall consist of at least three (3) people, no two of whom shall be members from the same club. The committee will report their findings at the March Council meeting
- 9.. IRS/BYLAWS. The **Executive Board** shall appoint the committee, if required.
10. UNITED SQUARE DANCERS OF AMERICA INSURANCE (USDA). The **Executive Board** shall appoint an **Insurance** Chairman.
- 11.. LLOYD SHAW. The **Executive Board** shall appoint couples/members to the Lloyd Shaw Award Committee as required in the Policy sheet. The full term of an appointment is three (3) years. The Lloyd Shaw Award Chairman shall perform the duties as described in the Policy Sheet.

Article VIII Bylaws and Policy Sheets

1. The Council shall have the power to make such Bylaws and Policy Sheets, as it deems necessary and suitable, for the government and management of its affairs, and amend, add to, revise, or repeal same.

Article IX Amendments

The Constitution may be amended by the affirmative vote of two-thirds majority vote of **Senior and Junior club representatives** present at a regular meeting of the Council. The proposed amendment(s) **must be emailed or mailed to each member club 30 days prior to the next scheduled council meeting at which time a vote on said amendments will be taken.**

Article X
Affiliation

1. **The** Council shall be **a member of** the Colorado State Square Dance Association (CSSDA).

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Article I
Membership

1. Any organization desiring membership in the Council shall complete an Application for Membership form accompanied by the membership fee to the Treasurer of the Council. The Treasurer will process the application to the **Executive Board**. The **Executive Board** will recommend club membership or rejection and present for a vote at the next regular Council meeting.

Article II
Meetings

1. Regular meetings of the Council will be held four (4) times during the year. The council meetings will be held the second Sunday of January, April, July, and October. The Vice-President shall present, at the October Council meeting, a meeting plan for the next year, including time, place and host club(s). Hosting of the meetings and locations of the meetings will be published in the SEASDC Bulletin.
2. The January meeting shall be known as the Annual Meeting. The new officers will begin their term at the end of the old business agenda item at this meeting.
3. Special Council meetings may be called by the President, or upon request of at least one quarter of the member organizations.
4. All members of the member organizations shall have the privilege of attending Council meetings and taking part in discussions, but only authorized Representatives shall have a vote.
5. A Representative unable to attend a meeting must give written authorization to another member of their club to serve as their proxy. A Representative may hold only one proxy, only two votes being allowed any one person.
6. An **Executive Board** meeting may be called by the President or at the request of one half of the Board.

Article III
Quorum

1. A Quorum for conduct of official business at a Council meeting shall consist of one vote each from one-third of the voting member organizations. A Quorum for conduct of official business at an **Executive Board** meeting shall consist of two thirds of the Board **members**.
2. All acts of the Council shall be determined by the majority vote of Representatives present, except for amendments to the Constitution and Bylaws.
3. The voting power in the Council shall be vested in the **Club** Representatives. Representative shall have one vote as provided in Article II - 5, above.
4. The Council President shall vote only in case of tie. If the Council President has declared their vote to be a club Representative vote then the Vice-President shall cast a tie-breaking vote. If

also the Vice-President is casting a club Representative vote then the Secretary shall vote to break a tie.

Article IV Election of Officers

1. At the regular meeting of the Council in July, the President shall appoint a Nominating Committee Chairman. The Chairman shall select two more members, none of whom shall be members of the same club.
2. The current Junior Representative shall, for the next year, advance to Senior Representative. This being the case, the Senior Representative office is not an elective office. The elected Junior Representative shall attend the **May** CSSDA meeting.
3. The Nominating Committee shall nominate one or more qualified members for each elective office and shall present the nominations at the regular meeting in **October**. Candidates must be active members of a Council club and willing to serve. Nominations may be made from the floor at the time of the election in **October**.
4. Election of officers shall be by majority vote. The vote shall be by secret ballot if there is more than one candidate for any office. Report of the tally shall be in accordance with Roberts Rules in Plain English, Revised Edition 9/97.

Article V Rules of Order

1. The **Executive Board** shall consist of the President, Vice-President, Secretary, Treasurer, and Senior and Junior CSSDA Representatives. The immediate Past President shall be an ex-officio member to act only in an advisory capacity. The **Executive Board** shall be empowered to act for the Council in case of emergencies between regular meetings to include expenditures of necessary funds not to exceed one hundred dollars (\$100).
2. The **Executive Board** shall appoint any Standing Committees as needed, their term to expire with the President's term, or when dismissed. The President is an ex-officio member of all committees except the Nominating Committee.

Article VI Amendments

1. The By-laws may be amended by the affirmative vote of two-thirds majority vote of Representatives present at a regular meeting of the Council. The proposed amendment(s) must be emailed or mailed **by the Secretary** to each member club 30 days prior to the next scheduled council meeting at which time a vote on said amendment will be taken.

Article VII Policy Sheets

1. Each Policy Sheet shall be reviewed and revised, as necessary, by the outgoing officer or chairman. Proposed revisions shall be distributed to the **Executive Board** for their review prior to October 1st. After recommendation by the Board, **the proposed amendments or changes must be emailed or mailed to each member club 30 days prior to the next scheduled council meeting at which time a vote on said amendment will be taken.** Policy Sheet revisions may be made at any Council meeting if a similar time schedule is followed.
2. A Policy Sheet shall be amended by the affirmative vote of a majority of Representatives present at a regular meeting of the Council. This is usually done at the January meeting.