

Chapter 4 - By-Laws

ARTICLE I POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE MEMBERS

Section 1 The President of the Association shall:

- a) Preside at all Association and Executive Committee meetings
- b) Appoint all non-elected members of the Executive Committee. Any non-elected member may be released from the Executive Committee in accordance with the following procedure. First, the four elected officers shall speak privately with the non-elected member who has been recommended for release from the Executive Committee, and shall attempt to resolve the issue(s) with that non-elected member. If no resolution can be reached, the four elected officers shall make a motion to release the non-elected member at the next Executive Committee meeting, and the entire Executive Committee shall vote on whether to release that person.
- c) Decide all questions of order subject to an appeal
- d) Act as judge in votes and elections, and declare the results
- e) Have authority to call meetings of the Executive Committee
- f) Be empowered to appoint committees
- g) Be an ex-officio member of all committees, except the Nominating Committee
- h) Appoint a chairman to be in charge of the Great Pumpkin Ball
- i) Appoint a chairman to be in charge of the Sweetheart Dance
- j) Perform such other duties as usually pertain to the office or as may be delegated by the Executive Committee

Section 2 The Vice-President shall:

- a) Be the General Coordinator of the Association-sponsored New Dancer Program
- b) Be responsible for acquiring facilities and callers for these dances
- c) Provide flyers to be distributed to member clubs at the September General Meeting
- d) In the absence or disability of the President act with full powers of the President in all matters
- e) Be responsible for ordering and selling all retail items
- f) Perform such other duties as the President or Executive Committee may delegate

Section 3 The Secretary shall:

- a) Be the Association Administrative officer under the direction of the President and the Executive Committee
- b) Keep accurate records of the proceedings of the Association and of the

Executive Committee, and maintain an updated and accurate list of all Delegates and Executive Committee Members.

- c) Take care of general correspondence and have charge of all records except those in charge of the Treasurer, or except as otherwise may be directed by the Executive Committee
- d) Give notice of all meetings
- e) Issue such reports as the Executive Committee may direct
- f) Perform other such duties as usually pertain to the office, or as may be assigned by the President or the Executive Committee

Section 4 The Treasurer shall:

- a) Receive and be custodian of all monies
- b) Keep the Executive Committee fully advised on all matters connected with the Association funds
- c) Keep an accurate record showing all receipts and disbursements
- d) Keep funds in such a place as the Executive Committee may designate,
- e) Disburse such funds as directed by the Executive Committee
- f) File form 990, or such other forms as may be required, with the Federal Internal Revenue Service
- g) File an annual report, or such other forms as may be required, with the State of Illinois
- h) Perform such other duties as usually pertain to the office, or as may be assigned by the President or the Executive Committee

Section 5 The Immediate Past President Shall:

- a) Act as an advisor to the President and the Executive Committee

Section 6 The Directors shall:

- a) Attend all general meetings and Executive Committee meetings
- b) Be the liaison between their assigned clubs and the Executive Committee
- c) Make at least one (1) official visit to each of their assigned clubs each year
- d) Perform such other duties as the President or the Executive Committee may assign

Section 7 The Additional Presidential Appointees shall:

- a) Attend all general meetings and Executive Committee meetings
- b) Perform such other duties as the President or the Executive Committee may assign

ARTICLE II ELECTION OF OFFICERS

Section 1 The President shall appoint a nominating committee, no later than the

December general meeting, which shall consist of three individuals, one of whom shall be the immediate past president (not a couple) and the others shall be two individuals (not couples) from the current Executive Committee. The nominating committee shall announce its slate at the election meeting.

Section 2 Additional nominations for officers may be made from the floor.

Section 3 The officers shall be elected by majority vote of delegates present at the election meeting.

Section 4 Any vacancy occurring after the regular election meeting shall be filled by vote of the Executive Committee.

Section 5 Elections for officer positions shall be held annually. Each officer position shall be for a term of two years. The positions of President and Secretary shall be subject to election at each election-meeting held on an odd-numbered year, and the positions of Vice President and Treasurer shall be subject to election at each election-meeting held on an even-numbered year.

ARTICLE III MEETINGS

Section 1 There shall be three (3) general meetings held on:
a) The Third Sunday of September
b) The First Sunday of December
c) The Third Sunday of April, unless it is a holiday, then it will be held the following Sunday

Section 2 The time and place for each general meeting shall be determined by the Executive Committee.

Section 3 The last general meeting shall be the election of officers.

Section 4 All general meetings shall have a quorum consisting of delegates equal to thirty (30) percent of the member clubs. A member club shall be deemed present at the meeting as long as at least one of that club's delegates is present at the meeting.

Section 5 Votes shall pass by majority count except where noted otherwise.

Section 6 Executive Committee members shall not make or second any motions at the general meetings.

Section 7 Executive Committee members shall have no vote at general meetings, except for the President who may cast the deciding vote in the event of a tie vote.

Section 8 The Executive Committee shall meet a minimum of five (5) times per year as called by the President at a time and place designated with approval of the Committee. All Executive Committee meetings shall have a quorum equal to forty percent (40%) of the members listed on the official list of Executive Committee members maintained by the Secretary. In order to determine if a quorum is present at each meeting of the Executive Committee, the Secretary shall examine the sign-in sheet and determine the number of Executive Committee members present at the meeting.

Section 9 Each person of an Executive Committee couple shall have one (1) vote at the Executive Committee meetings. Voting shall be determined by majority count.

Section 10 If no quorum is present at the beginning of the General Meeting, the Secretary shall take a roll call of the delegates present from each member club immediately before moving forward with the agenda. Without a quorum, motions and votes are non-binding.

ARTICLE IV REPRESENTATION

Section 1 Each member club shall select two (2) delegates, who are members of the club, to attend the general meetings.

Section 2 In case either of a member club's delegates cannot attend a meeting, such delegate shall notify the president of her/his member club or that member club's other approved delegate prior to the MCASD meeting, and that member club's president or other club-approved delegate shall select a temporary alternate delegate to represent the club at the meeting. That member club's president or other club-approved delegate shall notify the President of MCASD or any other elected officer before the meeting begins. The Secretary will so note the name(s) and Member Club affiliation of the temporary alternate delegate(s) in the minutes of that meeting.

Section 3 There shall be no representation or vote by proxy.

Section 4 Each delegate shall have one (1) vote at the General Meetings. Each club shall be entitled to two (2) votes.

Section 5 No delegate shall vote for more than one (1) club.

Section 6 The Association's general meetings shall be open to the public, but only duly appointed member club delegates may vote.

ARTICLE V MEMBERSHIP

Section 1 Any formally organized square dance club fulfilling the requirements of this Article may join. For the purpose of membership, square dancing is herein defined to include square dancing, round dancing, clogging, contra dancing, line dancing, etc.

Section 2 Membership renewal shall be initiated only upon submission of completed registration forms, annual dues, and settlement of all past due accounts by August 1.

Section 3 **The membership requirements shall be:**

- a) Each member club must have at least one (1) representative, either delegate or alternate, in attendance at each of the three (3) general meetings held each year. A club is allowed to miss one (1) meeting per year without being subject to discipline.
- b) Each member club must work at one (1) of the Association fund-raising events or host one of the New Dancer Dances held each year. Member clubs may be asked to work at more than one Association fund-raising event, when necessary and at the discretion of the President.
- c) Member clubs must not schedule a dance which conflicts with any of the Association fund raising events, nor schedule New Dancer Dances which conflict with MCASD scheduled New Dancer dances.
- d) Each member club must either participate in the Association insurance program or furnish proof of coverage from another source.
- e) Member clubs must be from the six county area of Cook, Lake, Will, DuPage, McHenry and Kane in the State of Illinois.
- f) Any infractions of the above requirements in this sub-section will result in disciplinary action covered in Section 5 of this Article.

Section 4 **Restrictions on membership are:**

- a) No individual may join.
- b) No callers or round dance leaders may join. This Section shall not operate to exclude callers or cuers, or their spouses, from becoming delegates of any member club to which they belong.
- c) No individual or group promoting a single special event may join.

Section 5 **Disciplinary action shall be as follows:**

- a) If any member club does not conform to the participation requirements

of this Article, the Executive Committee shall immediately notify such member club in writing that they are being put on probation for the next twelve (12) calendar months and that during the probation period, attendance is required at all general meetings and all Association obligations shall be strictly enforced.

- b) All such probation actions shall be reported to the member club delegates at the next general meeting.
- c) Any infractions during the probation period shall, upon recommendation of the Executive Committee and a vote of the delegates, cause termination of membership with the forfeiture of all benefits.
- d) Such club may rejoin the Association the following year subject to Article II, Section 1 of the Association Constitution.