

**BYLAWS  
OF THE  
FLORIDA FEDERATION OF SQUARE DANCERS, INC.**

AMENDED: February 25, 2018

**ARTICLE I**

Name and Location of Office

The name of this corporation shall be the Florida Federation of Square Dancers, Inc., a not-for-profit corporation, and its location shall be 215 Carib Drive, Merritt Island, FL 32952.

**ARTICLE II**

Members

All persons who hold a membership in good standing in any of the area associations in the State of Florida affiliated with the Florida Federation of Square Dancers, Inc. shall be members.

**ARTICLE III**

Term of Corporation

The term of this corporation shall be perpetual.

**ARTICLE IV**

Board of Delegates

**Section 1.** The area Associations affiliated with the Florida Federation of Square Dancers shall provide a maximum of five (5) couple representatives (one of which should be the association president and one of which will be the elected officer on the Executive Board). They will serve as the regular delegates. Two (2) additional couples shall be named as alternate delegates. The term "couple" includes two (2) single persons.

**Section 2.** All past presidents of the Florida Federation of Square Dancers, Inc. shall become permanent delegates as long as they remain active square dancers and attend at least one (1) Federation meeting per year. Any absence of more than one (1) year, unless due to health reasons, will result in the loss of their voting privilege and they shall be placed on the inactive list.

**Section 3.** Delegates at large shall be:

Chairman of the History, Education, Public Awareness & Preservation  
(HEPP) Committee

Chairman of the Insurance Committee

Chairman of the Present Florida State Convention

Manager of the Square Dance Hall of Fame

Convention Facilities Chairman

Convention Facilities Vice Chairman

President, or their designated representative, of the area associations not  
seated on the Florida Federation of Square Dancers, Inc. Board

ARTS Representative

USDA Representatives

**Section 4.** The delegates established by Sections 1, 2 and 3 shall be known collectively as the Board of Delegates.

**Section 5.** To avoid conflict of interest, no caller, cuer or vendor shall be eligible to serve as a regular, permanent, or at-large delegate to the Federation.

**Section 6.** Regular delegates shall be named by each area association not later than December 1st of each year and shall hold office for a term of one (1) year beginning with the working weekend meeting. If, for personal reasons, an appointed delegate is unable to serve a full term or is unable to attend a meeting of the Board of Delegates the president of that area association shall appoint an alternate delegate to serve as required.

## **ARTICLE V**

### **Voting**

**Section 1.** Regular delegates will have one (1) vote per person.

**Section 2.** Permanent delegates will have one-half (½) vote per person.

**Section 3.** Delegates at large shall be eligible to vote only on issues which come under their respective committee responsibilities (i.e., History, Insurance, State Convention, etc.). They will have one (1) vote per person.

## **ARTICLE VI**

### **Elections**

**Section 1.** The Board of Delegates shall choose from among themselves a governing body of officers that shall be known as the Executive Board.

**Section 2.** The President shall appoint a nominating committee prior to the annual meeting. The committee shall present a slate of officers at the annual meeting. The nominating committee shall request approval for the Parliamentarian, and if applicable, any other open position from the Executive Board of the nominee's association.

**Section 3.** At the annual meeting each year, the first item of old business shall be the report of the nominating committee, and after which there will be a call for nominations from the floor for each office; President, Vice President, Secretary, Treasurer and Parliamentarian.

**Section 4.** The President will cause an election to be held for each office, and the candidate receiving the majority of votes for the office will be elected.

**Section 5.** At the conclusion of the election process the new officers will be installed by a person appointed by the outgoing President.

## **ARTICLE VII**

### **Executive Board**

**Section 1.** The Executive Board shall consist of a President, Vice President, Secretary, Treasurer and Parliamentarian. All of these officers shall retain their vote in the Federation.

**Section 2.** Each office shall be held by an elected couple or by a single individual.

**Section 3.** No more than two (2) positions of the Executive Board shall be from the same area association.

**Section 4.** It shall be the duty of the other Executive Board members to keep the President informed of activities and/or problems in the association and recommend persons who would qualify to serve on committees.

**Section 5.** An officer who has served more than one-half (1/2) of a term shall be considered as serving a full term.

## **ARTICLE VIII**

### **Duties of Officers**

The duties of each Executive Board member shall be outlined in the Standing Rules.

## **ARTICLE IX**

### **Meetings**

#### **Section 1.** Procedures

- a. The Florida Federation of Square Dancers, Inc. shall be operated on a representative basis and parliamentary procedures will be followed at all meetings.
- b. Robert's Rules of Order, Newly Revised, shall be the parliamentary authority that shall prevail at all meetings except such rules as may be adopted, modified or changed by the corporation.

#### **Section 2.** Schedule

- a. Announcement of times and places of regular meetings of the Board of Delegates shall be made in writing to all delegates and representatives at least thirty (30) days in advance of the planned meeting.
- b. Special meetings of the Board of Delegates may be called at the discretion of the Executive Board, provided there is such business that requires their immediate attention and cannot be delayed until the next regular meeting. Announcements of the time and place of a special meeting should be given with as much advanced notice as possible.
- c. Any person interested in square dancing activities may attend the meetings of the Board of Delegates. They may address the meetings of the Board of Delegates but may neither move that the Florida Federation of Square Dancers, Inc. take a particular action nor vote on any such motion.
- d. The annual meeting, at which new officers shall be elected and the development of a budget for the following year, shall be held between October 15<sup>th</sup> and the weekend prior to Thanksgiving, on a date selected by the President.
- e. The working weekend shall be devoted to developing plans and programs for the year, resolving problems and routine business. The working weekend will be at a location, date and time set by the Federation Vice President subject to the approval of the Executive Board. The Vice President will work with the out-year state convention chairman in coordinating a Saturday night dance to benefit the out-year state convention.

## **ARTICLE X**

### **Vested Rights**

The Florida Federation of Square Dancers, Inc. shall be a not-for-profit incorporated entity, and no member, association or individual delegate shall have any vested interest in any funds, property, or assets of the corporation, nor shall any funds or assets of the corporation be allowed to accrue to the benefit of any member, association or individual unless they are authorized by the lawful activities of the Federation. No funds of the corporation will be expended for any purpose other than the furtherance of the stated purpose of the Florida Federation of Square Dancers, Inc.

## **ARTICLE XI**

### **Personal Liability**

No officer or member of the Executive Board shall receive a salary. The elected officers of the corporation shall be entitled to reimbursement for expenses incident to the handling of the affairs of the Florida Federation of Square Dancers, Inc. upon the approval of the majority of the Board of Delegates.

## **ARTICLE XII**

### **Funds of the Corporation**

**Section 1.** Funds shall be maintained in the name of the Florida Federation of Square Dancers, Inc.

- a. The depository in which the account(s) is/are maintained shall be insured by the Federal Deposit Insurance Corporation (FDIC) or Federal Savings and Loan Insurance Corporation (FSLIC).
- b. All funds shall be deposited in such account(s).
- c. One (1) or more accounts may be opened in one (1) or more depositories as designated by the Executive Board.

**Section 2.** The funds of the corporation shall be used and expended under the direction of the Executive Board with the approval of the Board of Delegates.

- a. The Executive Board shall, from time to time, authorize signatures for withdrawal of funds of the Corporation. Funds may be withdrawn on the signature of the person or persons so designated.
- b. The president shall be authorized to expend a maximum of one hundred dollars (\$100.00) and the Executive Board shall be authorized to expend a maximum of five hundred dollars (\$500.00) to ensure that all financial responsibilities are kept current
- c. The Executive Board may require that all persons authorized to sign be bonded.

## **ARTICLE XIII**

### **Ratification**

All organizations applying for affiliation in the Florida Federation of Square Dancers, Inc. shall be deemed to have ratified by a majority vote of their members, the Constitution, By-Laws, Standing Rules, and policies of this corporation, and by the application, such organizations agree to be bound and governed by the terms and conditions thereof.

## **ARTICLE XIV**

### **Committees**

**Section 1.** Standing Committees

- a. Shall be established as required.
- b. Name and purpose shall be recorded in the Standing Rules.

**Section 2.** Special Committees

- a. Appointed by the President
- b. Approved by the Executive Board.

**Section 3.** All committee reports shall be made a part of the minutes of the corporation.

- a. The president shall be an ex-officio member of all committees.

## **ARTICLE XV**

### **Official Documents**

**Section 1.** The official documents of the Florida Federation of Square Dancers, Inc. shall consist of the following:

- a. Articles of Incorporation
- b. Constitution
- c. Bylaws
- d. Standing Rules
- e. Minutes of all meetings of the corporation.

**Section 2.** These aforementioned documents shall become the official documents of the Federation and shall be passed on to the succeeding delegates or board members.

## **ARTICLE XVI**

### **Corporation Indebtedness**

**Section 1.** The corporation shall not exceed a total indebtedness of \$10,000.

**Section 2.** The Florida Federation of Square Dancers, Inc. shall have the power to raise and disburse monies from any legal source or activity as required to further the purposes of this organization.

## **ARTICLE XVII**

### **Seal**

The corporation has adopted a seal with the words in the center circle: "Florida Federation of Square Dancers, Inc." and in the inner circle a Corporate Seal of the corporation shall be kept in the custody of the Federation Secretary and shall be necessary to give validity to all contracts of the Corporation in accordance with the Constitution, Bylaws and Standing Rules.

## **ARTICLE XVIII**

### **Contingency Fund**

A contingency fund to sponsor the annual Florida State Convention shall be maintained by the Florida Federation Treasurer as a separate line item. The fund shall be reimbursed annually from the net proceeds of the state convention prior to the division of the proceeds. In case the convention has a loss and cannot repay the seed money, all three (3) organizations; Florida

Federation of Square Dancers, Inc., Florida Callers Association, and the Round Dance Council of Florida; shall repay the loss equally.

**ARTICLE XIX**

Permanent Delegate Reinstatement

Permanent delegates who have lost their voting rights due to inactivity may be reinstated to full membership in the Federation by accomplishing the following:

- a. Become active square dancers.
- b. Support square dancing activities.
- c. Request in writing to the Federation Executive Board a desire to be reinstated to the Board of Delegates.

**ARTICLE XX**

Dissolution

Upon majority vote of the Board of Directors to dissolve the corporation, the Executive Committee shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the benefit of the corporation to any exempt corporation or entity organized for purposes similar to those set forth under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue law) as the directors shall determine.

**ARTICLE XXI**

Affiliation

The Florida Federation of Square Dancers, Inc. is an affiliate of the United Square Dancers of America, Inc. (USDA) and agrees to abide by the USDA Bylaws and Standing Rules and further agrees to subscribe to the *United Square Dancers of America Code of Ethics and Code of Conduct*.

**ARTICLE XXII**

Amendments

**Section 1.** Bylaws may be adopted, amended or rescinded without previous notice, by a majority vote at any regular meeting of the Board of Delegates.

**Section 2.** A Bylaw continues in full force until it is rescinded.

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| Revised Bylaws      | Approved November 20, 2011                |
| Revision Committee: | Ray & Elsa Huddleston<br>Don & Ann Slocum |

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| Revised Bylaws     | Approved February 28, 2015                      |
| Revision Committee | Ray & Elsa Huddleston<br>Bruce & Colleen Morgan |

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| Revised Bylaws | Approved November 19, 2017 |
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Revision Committee: Bruce & Colleen Morgan  
Penny Green, Steve Adler & Judy Anderson

Revised Bylaws Approved February 25, 2018  
Revision Committee: Bruce & Colleen Morgan