

BY-LAWS OF
THE NORTHEAST FLORIDA SQUARE AND ROUND DANCERS
ASSOCIATION, INC.

Revised: August 1, 1965

Amended:

May 8, 1967

May 2, 1971

January 13 and May 4, 1974

July 13, 1975

November 12, 1978

July 19 and September 13, 1981

September 11, 1983

July 14 and September 15, 1985

July 12 and September 13, 1987

Revised and Amended: September 10, 1991

Amended: July 12, 1993

Revised and Amended: September 12, 1993

Revised:

September 11, 1994

November 12, 1995

Amended: March 5, 1998

Revised and Amended: November 7, 1999

Amended: September 9, 2001

Amended: July 14, 2002

Amended: May 4, 2003

Revised and Amended: September 14, 2003

Revised and Amended as of December 31, 2005

Revised and Amended as of December 31, 2007

Revised and Amended as of July 10, 2010

Revised as of April 10, 2011

Reviewed, no changes October 1, 2013

I NAME

The name of this association shall be the **NORTHEAST FLORIDA SQUARE AND ROUND DANCERS ASSOCIATION, INC. (NEFSARDA)**.

II GLOSSARY

- A. ASSOCIATION or THE ASSOCIATION:** Short terms used in lieu of the full name.
- B. BOARD OF DELEGATES:** Administrative body of the Association consisting of Club Delegates, Delegates-at-Large and Association Officers which meets to conduct the business of the Association.
- C. BOW AND SWING:** Official publication used as the news bulletin of the Florida Federation of Square and Round Dancers.
- D. CLUB DELEGATE:** A club member and/or alternate member certified in writing by the member club to serve as the club's voting member on the Board of Delegates. (Note: Changed 9/14/03)
- E. CLUB VOTING RIGHTS:** Each club in good standing may elect two delegates to the Board of Delegates. Delegates have one vote each and may vote on all matters of Association business conducted in regular and special meetings at which they are in attendance.
- F. DELEGATES-AT-LARGE:** Past Presidents of NEFSARDA in attendance with one-half vote each. (NOTE: Changed 5/4/03).
- G. DELEGATE STATUS:** Clubs are encouraged to select a man and wife as delegates however, this is not mandatory. Clubs may select any two members without concern of marital status or gender.
- H. DELEGATES TO THE FLORIDA FEDERATION:** The President shall serve as a delegate to the Florida Federation of Square and Round Dancers. (An administrative body similar to the Association but on a State level.) In addition to himself, the President shall appoint three regular and two alternate delegates to serve as voting delegates to the Federation. One additional delegate is an elected member of the Federation Executive Board, making a total of four regular delegates, one elected delegate and two alternate delegates. (See Federation By-Laws for further information.)
- I. EXECUTIVE BOARD:** Elected Officers of the Association: the immediate Past President serves as an Ex-Officio member with all voting privileges. (NOTE: Changes 4/14/04)
- J. GENDER OF TEXT:** As a convenience of composition, both male and female pronouns are used interchangeable in these By-Laws without any intent to create an unequal reference to either sex.
- K. THE GRAPEVINE:** Official news publication of the Association. (NOTE: Changed 7-14-02)
- L. NEFSARDA:** Initials of the Association having the same meaning as Article II-A.
- M. OFFICE and OFFICER:** Leadership positions and/or the incumbent thereof. As a general rule such positions are shared by a married couple. However, for Association purposes, the term "couple" shall be interpreted to be two persons, regardless of gender, who mutually agree to share the role and responsibility together.
- N. SQUARE DANCE or DANCING:** Considered to pertain to all forms of square dancing, round dancing, line dancing, contra and clogging.

- O. *USDA INSURANCE:*** United Square Dancers of America Insurance Program.

III PURPOSE

The purpose of this Association is to coordinate the several activities of member clubs in functions they cannot perform individually, and to this end:

- A.** To promote the growth of square and/or round dancing in Northeast Florida and to help insure its growth and progress as a wholesome family activity.
- B.** To take advantage of opportunities for presenting to the public the fact that square dancing is one of the most enjoyable, wholesome and physically beneficial forms of recreation available.
- C.** To affirm in the public's mind that square dances are held in an alcohol and smoke-free environment.
(NOTE: Changed 5/4/03)
- D.** To encourage the formation of new clubs and the development of new callers and to encourage and help them in any way possible, if so requested.
- E.** To sponsor and promote Association Dances and an annual Festival. Other than the annual Festival, Association Dances will normally be held on fifth Saturdays so as to cause the least interference with regular club dances.
- F.** To publish a quarterly publication of club and Association news at a subscription rate set by the Board of Delegates. (NOTE: First sentence changed 7-14-02) (NOTE: Bimonthly changed to quarterly 1-06-12)
- G.** To organize area dancers for the purpose of hosting and conducting the State Square Dance Convention when it is assigned to the Northeast area.

IV AREA

- A.** The Northeast Florida Square and Round Dancers Association area includes the counties of Alachua, Baker, Bradford, Clay, Columbia, Duval, Flagler, Gilchrist, Nassau, Putnam, Saint Johns, Union and Suwannee.
- B.** All meetings of the Association shall be held in the area outlined above.

V MEMBERSHIP

- A.** Membership in the Association shall be on a club basis only.
- B.** A club includes square and/or round dancers duly organized for the purpose of holding dances on a regular scheduled basis.
- C.** Membership shall be subject to confirmation by the Board of Delegates.
- D.** Individual clubs are required to furnish a current roster to the Recording Secretary upon first joining the Association and again in July of each year thereafter.

- E.** Membership dues shall be sent by the Board of Delegates and are payable on July 1st of each year. Dues must be accompanied by a current club roster. Member clubs who have not paid dues by August 15th shall be considered delinquent. Such clubs shall have no vote and shall not be counted in determining a quorum until dues are paid. (NOTE: second sentence changed 5/4/03)
- F.** Dues may be pro-rated monthly for a partial year's membership in the Association should a club, who has not previously been a member of NEFSARDA, join the Association during the fiscal year.
- G.** Square and/or Round Dance Clubs from outside the area outlined in Article IV-A may be accepted as full participating members provided they meet all the requirements for membership in this Article, subject to the limitations set forth in section H below. (NOTE: Second sentence changed 5/4/03)
- H.** No club from an area in Florida which is presently assigned to another regional Association by the Florida Federation of Square and Round Dancers will be accepted for membership unless they accompany their application with the prior approval of their current regional Association and of the Florida Federation of Square and Round Dancers.
- I.** Any club not having a delegate in attendance for two consecutive meetings shall be placed on inactive status and that club shall not be counted in determining a quorum. They shall be reinstated after having a delegate present. Voting privileges will be restored at the meeting following the one at which the club was reinstated.
- J.** Individual clubs desirous of utilizing facilities of schools and/or other public buildings within the counties outlined in Article IV-A shall be chartered with the State of Florida as a non-profit corporation. NEFSARDA is currently registered with the State of Florida as a non-profit corporation. Member clubs of the Association shall be considered to be registered as a non-profit corporation under the auspices of NEFSARDA as stated under the 1991 Florida Not For Profit Act: Chapter 617.0601, section (1) (a). NEFSARDA shall in turn provide the information to the said county that the member club has complied with requirements as set forth by said county for use of their facilities. Member clubs may request a copy of the Association Charter if the count whose facilities the club utilizes requires proof that the club is duly chartered by the State of Florida as a not-for-profit corporation.
- K.** Individual clubs desirous of utilizing facilities of schools and/or other public buildings within the counties outlined in Article IV-A for social (club) dances and wishing to collect visitation dues from members of the clubs should address this practice in their club by-laws. These clubs should address dues in two sections: "ANNUAL MEMBERSHIP DUES" and "VISITATION DUES". Regular membership/visitation dues will be used to pay the callers/cuers/leaders fees and any other regular expenses incurred. (NOTE: Last sentence changed 5/4/03)
- L.** Individual clubs desirous of utilizing facilities of schools and/or other public buildings within the counties outlined in Article IV-A must be insured under the USDA Insurance Program. NEFSARDA shall, in turn, submit to said counties a list of all insured clubs using their facilities.
- M.** Recognizing the importance of communication between the Callers Association and the dancers to further square dancing in Northeast Florida, there is a need for the two organizations to maintain their own identities. We thereby determine callers may give to the Association a report on action taken by their organization as it concerns dancers.
- N.** No person, other than Club Delegates or Delegates-at-Large, will be permitted to voice his or her own personal opinions on subjects under discussion without express permission of the chair.

VI BOARD OF DELEGATES

- A.** The Board of Delegates of the Association shall consist of the Officers, Delegates-at-Large and one pair of Delegates from each club (as defined in Article II) whose membership shall be in good standing in the club represented.
- B.** Meetings of the Board of Delegates shall be held quarterly on the second Sunday of the first month of each quarter (January, April, July and October). Special meetings may be called by the Executive Board when advisable. Delegates, Delegates-at-Large, Officers and Chairmen of all committees shall be notified prior to all meetings. (NOTE: 1st sentences changed 11/13/05)
- C.** A quorum for any meeting shall be fifty percent (50%) of all eligible Delegates (as defined in Articles V-E and V-I)
- D.** Each member club has two Delegates and each has one vote. Each Delegate-at-Large ½ vote each. A Delegate or Delegate-at-Large may exercise his vote only when present at the time the votes are cast. No one but a Delegate-at-Large or a Delegate, who has been certified by his club before the meeting commences, may vote or introduce a motion. (NOTE: Changed 1st & 2nd line 1/11/04)
- E.** Each Past President of the Association shall become a Delegate-at-Large with one-half vote each and shall retain this status as long as they remain active square dancers in NEFSARDA. They must attend at least two meetings of NEFSARDA per year. Delegates-at-Large who do not attend at least two meetings a year shall have their voting privileges revoked, unless absence is due to reasons of health. Privileges will be reinstated when Delegates-at-Large attend two consecutive NEFSARDA meetings. (NOTE: First sentence changed and last sentence added 5/4/03)
- F.** No person shall be permitted to vote in more than one capacity.

VII ELECTION OF OFFICERS

- A.** The President of the Association shall appoint a Nominating Committee consisting of a Chairman and two other delegates, no later than the April meeting of each year. This committee shall select a slate to fill the offices of President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer. No board member may serve more than three consecutive years in any one position. The first item of old business at the July NEFSARDA meeting shall be the report of the Nominating Committee. The slate selected shall be reported to member clubs each year in the October – December issue of **THE GRAPEVINE**. The first item of old business at the October NEFSARDA meeting shall be the election of officers. Nominations, if any, will be taken from the floor at this time. No one shall nominate a person from the floor who has not previously consented to having his name placed in nomination. After the nominations have been closed, the eligible voting Delegates present shall vote for one nominated candidate for each office. Voting shall be by secret ballot and the candidate receiving the majority of votes for the office shall be elected. (NOTE: 1st and 4th Sentence Changed 11/7/99; The 4th, 5th, & 6th sentences changed 5/4/03; Changed 1st, 4th & 6th lines 11-13-05 – see Art. VI B) (Line 5 changed to correspond to the publication dates 1/8/06) (3rd sentence added 4/10/11).
- B.** The nominating Committee shall make every effort to have as many member clubs as possible represented on the state of candidates presented. However, this does not preclude having more than one officer from any one

club if it is necessary or desirable.

- C.** Officers shall take office on January 1st and serve for one year.
- D.** No Square Dance Caller, Round Dance Instructor, Clogging Instructor or any other person having professional status in any square dance activity shall be permitted to hold office or serve as a Delegate to the Association. (NOTE: Deleted "EXCEPTION: Jax Seniors may be represented by their caller at Association meetings 9/14/03)
- E.** No member of the **Executive Board** shall receive a salary. The elected officers of the Association shall be entitled to receive reimbursement of only the regular and necessary expenses incident to performance of their duties as an officer of NEFSARDA.
- F.** Any vacancy occurring in an office, other than that of the **President**, shall be filled by appointment by the President subject to confirmation by the Board of Delegates. Such appointed officers shall serve out the remaining terms of the office to which they were appointed.

VIII DUTIES OF OFFICERS

- A.** The **PRESIDENT** shall preside at all meetings of the Association, serve as an Ex-Officio member of all committees, appoint and/or remove chairmen of committees subject to the approval of the Board of Delegates, and perform all other duties incumbent on his office. He shall countersign, with the Treasurer, all checks drawn on funds of the Association. He shall appoint a Parliamentarian to rule on Parliamentary Procedure during his term of office.
- B.** The **VICE PRESIDENT** shall assume the duties of the President in his absence and perform all other duties that the President may appoint him to do. He shall be a member of the Fall Festival Arrangements and Steering Committee and the Fifth Saturday Dance Committee and he shall be responsible for the plaque given to the President upon his retiring from office. (NOTE: Last sentence changed November 7, 1999)
- C.** The **RECORDING SECRETARY** shall keep a record of proceedings of all business and a list of all committees. In addition, the Recording Secretary shall provide a copy of the minutes of each Association meeting to the Grapevine and also submit an Association Report for publication in the **BOW AND SWING**.
- D.** The **CORRESPONDING SECRETARY** shall conduct all the necessary correspondence and notify Officers, Delegates, Delegates-at-Large and all Committee Chairmen at least one week prior to each regular meeting and as far as possible in advance of each special meeting. In addition, the Corresponding Secretary shall maintain an official membership list and attendance record of Clubs and Delegates. Prior to each meeting, the Corresponding Secretary shall prepare and give to the President a list of the Delegates/Clubs to be counted when determining a quorum. (NOTE: Last sentence changed 5/4/03)
- E.** The **TREASURER** shall be custodian of all funds of the Association (except those specifically delegated to the **GRAPEVINE** and **USDA INSURANCE PROGRAM**). He shall receive all dues from member clubs and notify any member club that has not paid its dues by August 15th that it is delinquent. Except as noted above, the Treasurer shall collect all monies and pay all bills. In addition, he shall prepare a written report of Association Finances at the close of his term of office. All checks shall be signed by the Treasurer and countersigned by the President. The books and accounts of the Treasurer shall be audited by January 31st for the prior year by an audit committee appointed by the President. Association funds shall be maintained in a financial institution which is insured by either the Federal Deposit Insurance Corporation (FDIC) or the Security Investment Protection Corporation (SIPC) as required by Article XIII-B (2). (NOTE: Last line changed 7/14/02) (NOTE: Changed line 8 from "December 31st of each year" to "January 31st of the prior year" 9/14/03. Also deleted "Such audit must be completed prior

to any change in the office of Treasurer" 9/14/03)

IX COMMITTEES

- A. Standing Committees shall include the **Fifth Saturday Dance Committee, Public Relations Committee, Fall Festival Arrangements and Steering Committee, By-Laws Committee, Education Committee and the Executive Board.****
- B. The **FIFTH SATURDAY DANCE COMMITTEE** shall have the responsibility for making arrangements for each Fifth Saturday Dance including, but not limited to, hiring the Callers and Round Dance Leader, promoting the dance and providing adequate facilities for the dance. Proceeds of the dance (after all expenses have been met) shall be divided into four equal parts, with one-quarter to go to each of the two Callers, one-quarter to the Round Dance Leader and one-quarter to NEFSARDA. If the above results is less than \$75.00 per caller & Round Dance Leader, then a guarantee of \$75.00 will be paid to each caller and Round Dance Leader. (NOTE: 3rd Sentence Changed 4/5/98) (3rd sentence changed 9/9/01)**
- C. The **PUBLIC RELATIONS COMMITTEE** shall make every effort to encourage new people to become square dancers through every publicity media available to them. The committee shall publicize Association events and assist member clubs when requested. In addition, they shall be in charge of arrangements for every function of public participation by the Association, such as demonstrations at fairs, etc.**
- D. The **FALL FESTIVAL ARRANGEMENTS AND STEERING COMMITTEE** will have the following responsibilities:**
- 1 Establish and prepare written procedure covering all aspects of the Fall Festival.
 - 2 Engage a professional staff for the **Fall Festival**, including the Callers, Round Dance Leaders and other such staff as required to provide all elements of the program for the Fall Festival. They will engage the Callers and Round Dance staff for the following year's Festival prior to the current year's Festival, or sooner, if thought prudent by the Committee (**see item 3 below**). No contract shall be entered into without the approval of the executive board. (Note: Item in parentheses added 7/06)
 - 3 **At the discretion of the BOARD**, the **BOARD** will engage the Callers and/or the Cuers for both Friday and Saturday nights from **OUTSIDE** the Association for the Fall Festival! (NOTE: paragraph added 7/06)
 - 4 If the Board does not exercise their discretion in the hiring of outside callers and/or Cuers, the staff for the Friday night program shall consist of Callers and Cuers from the areas outlined in Article IV-A and Article V-G. Such area staff personnel shall be asked to donate their services for any portion of the **Festival** in which they participate. (NOTE: Paragraph changed and separated from paragraph below for continuity 7/06)
 - 5 In addition, as part of his services to NEFSARDA the Caller/Cuer serving in the capacity of staff coordinator shall be asked to provide sounding of the hall as well as serving as Master of Ceremonies for the Festival. The Staff Coordinator is to receive a fee of \$150.00 for compensation for the use of his or her sound equipment. (Last sentence added 3-06) (Paragraph separated from paragraph above for continuity)
 - 6 The committee will make arrangements for proper facilities, sound (see staff coordinator above), promotion and any other needs for a successful Festival. This will include making arrangements for needed manpower to conduct the Festival.
 - 7 The Chairman of this Committee shall be responsible for selecting his own committee with the assistance of the **Vice President** who is a member of this committee per Article VIII-B. Whenever possible, at least one couple on the committee will be from the round dance community. The committee shall solicit advice from any other group they deem necessary in carrying out their duties. The committee shall keep records (including financial) and render regular reports to the Delegates at regular meetings of the Association.

8 Term of this committee shall coincide with the operational year of the Association Officers (January through December). (NOTE: Items 5, 6, 7, & 8 renumbered for continuity 7/06)

E. The **BY-LAWS COMMITTEE** shall consist of a Chairman, appointed by the President, and two active Association Past Presidents selected by the Chairman. The Committee shall prepare all amendments to these By-Laws, proposed by the Board of Delegates, in concise language so that, if approved at the next Association meeting, the amendment may be attached to the appropriate Article of the By-Laws. Biannually, in odd numbered years, the By-Laws Committee shall revise and republish the By-Laws bringing them up to date. (NOTE: The 1st and last sentence changed November 7, 1999)

F. The **EDUCATION COMMITTEE** shall organize Leadership Training Programs, assist in providing new dancers with information on the Association and other Square and Round Dance organizations. They shall assist in advising dancers of the place of various affiliated groups like Round Dancing and Clogging in the square dance picture and aid all dancers in becoming more knowledgeable about their activities and how they can become more responsible club members.

1. Club(s) should notify NEFSARDA upon completion of a beginning square or round dance class, providing the date of graduation. Such completion shall warrant distribution of a check for one hundred dollars to be provided at the graduation. Disbursement of this check is dependent upon the availability of funds. If funds are not available, this payment program will be suspended until the time funds are adequate to resume.
(Note: Paragraph added 7/11/2010)

G. The **EXECUTIVE BOARD** shall consist of the current elected officers: the Immediate Past President serves as an Ex-Officio member with all voting privileges. It shall have the power to call special meetings as provided in Article VI-B. It will carry out such business of the Association as may be necessary between meetings not in conflict with these By-LAWS, and will be charged with the responsibility of preparing agendas for all meetings and such other duties as the Board of Delegates may direct. All actions of this committee are subject to review by the Board of Delegates at the next regular meeting. (NOTE: 1st sentence changed 4/14/04 – see Art. II-I)

1. The Executive Board, at their Discretion, may elect to hire the calling and cueing staff for the annual Fall Festival as outlined in item IX D 2 & 3 above. (Added 7/06)

X THE GRAPEVINE

A. A contract shall be entered into between the Executive Board and person or persons serving as editor of **The GRAPEVINE**.

B. The **GRAPEVINE** shall be published quarterly (January, April, July and October) to serve as the official news publication of the Association. (NOTE: Changed from bulletin to publication 7/14/02)(Chg'd to quarterly 1-8-06)

C. News from clubs in the Northeast area will be published as long as the clubs remain members of the Association. Suitable publicity shall be given by **The GRAPEVINE** to new beginners classes and Association functions and activities. In addition, the editor shall maintain a chronological list of all open dances in order that clubs may, if desired, avoid conflicts when scheduling a special function. Clubs are advised to inform **The GRAPEVINE** of their special dances in order to avoid such conflicts.

- D.** The editor shall make all collections and pay all bills of *The GRAPEVINE*. A special account should be set up by the editor for this purpose and the editor shall give a financial report to the Association in April of each year.
(2nd sentence chg'd 4/15/07)
- E.** The Association may enter into contractual arrangements to have *The GRAPEVINE* published by person or persons other than square dancers if it is judged desirable to do so. In such an event the Executive Board shall have supervisory powers over the publisher.

XI UNITED SQUARE DANCERS OF AMERICA INSURANCE PROGRAM

- A.** An Insurance Representative for the USDA Insurance Program is appointed by the Florida Federation of Square Dancers to serve as USDA Insurance Representative from the Northeast District.
- B.** The duties of the USDA Insurance Representative are as follows:
- 1 He shall serve as an agent to collect all premiums when due from clubs in the Northeast area.
 - 2 He shall forward all premiums to the State USDA Insurance Representative and maintain a list of all insured clubs.
- C.** A special account should be set up to handle USDA Insurance funds. All checks shall be signed by the USDA Insurance Representative and countersigned by the President of the Association. An annual audit shall be conducted by the Executive Board in November of each year.
- D.** Member clubs shall annually submit application for USDA Insurance accompanied by the three (3) copies of their current roster and a check made out for the proper amount payable to Insurance Chairman/NEFSARDA.
(NOTE: Changes made 7/14/02)

XII YOUNG DANCERS

- A.** Teenage clubs meeting the requirements in Article V-B are eligible for full membership in the Association by payment of the regular dues and shall have all the rights and privileges of voting and all other rights held by adult clubs. Teenage clubs are defined as those having membership made up of dancers thirteen (13) years of age and above. Having some adult members shall not disqualify them from the benefits of this Article.
- B.** Preteen clubs shall be eligible for Association membership if they meet the requirements of Article V-B and shall pay one-half (1/2) of the regular dues. These clubs have no voting power.
- C.** Regardless of their affiliation with the Association, young dancers shall be defined as those who have not reached their sixteenth (16) birthday and shall be admitted to Association Dances at one-half (1/2) of the regular admission.

XIII NON-PROFIT STATUS

- D.** The *Northeast Florida Square and Round Dancers Association, Inc.*, shall be a not-for-profit incorporated entity. No individual Delegate or Delegate-at-Large shall have any vested interest in any funds or assets of the Corporation. Nor shall any funds or assets of the Corporation be allowed to accrue to the benefit of any

individual Delegate or Delegate-at-Large unless they are authorized by the lawful activities of the Association. No funds of the Corporation will be expended for any purpose other than the furtherance of the stated purposes of NEFSARDA.

- E. 1.** Funds shall be maintained in the name of the Northeast Florida Square and Round Dancers Association, Inc.
- 1 The depository in which the account is maintained shall be insured by the Federal Deposit Insurance Corporation (FDIC) or the Security Investment Protection Corporation (SIPC). (NOTE: Last line changed 7/14/02)
- 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.

XIV DISSOLUTION

In the event of the dissolution of this Corporation, after payment of all obligations, the remaining assets shall be distributed by the Executive Board as follows:

- A.** To any National Charitable Organization(s) recognized by I.R.S. in any proportion deemed advisable.
- B.** In no event shall the assets be distributed to any Officer, Delegate, Delegate-at-Large or any other individual affiliated with the Corporation.

XV PROCEDURES

In all cases not covered by these By-Laws the proceedings of the Association shall be governed by "Roberts Rules of Order (Revised)".

XVI AMENDMENTS

- A.** These By-Laws may be amended by a two-thirds (2/3) vote of the Board of Delegates present and voting.
- B.** All amendments proposed since the last Delegate's meeting shall be included in the notice of meeting sent out by the Corresponding Secretary under Article VIII-D. (Changed – added "proposed – meeting" 10/14/07)

XVII ENACTMENTS

These By-Laws shall supersede all previous By-Laws, including all amendments thereto. They shall become effective when ratified by three-fourths (3/4) of the member clubs.

-END -