

**BYLAWS
OF THE
NORTHWEST FLORIDA SQUARE AND ROUND DANCE ASSOCIATION,
INCORPORATED**

ARTICLE I ELECTION OF OFFICERS

Section 1. The President of the Northwest Association shall appoint a nominating committee no later than the second quarter meeting of each year. No member of the current Executive Committee shall serve on the Nominating Committee. A current individual Northwest Association membership roster shall be furnished to the Nominating Committee Chairperson at the time of his/her appointment.

A. The Nominating Committee shall select a slate of nominees to fill the offices of President, Vice President, Secretary, and Treasurer.

B. Every effort shall be made to fill the offices from all areas of the Northwest Association. Preferably no two officers will be from within a 40-mile radius of each other.

C. The proposed slate of nominees will be provided in the third quarter newsletter (if list of slate is available in time).

D. The last item of business at the third quarter meeting shall be the report of the Nominating Committee, the acceptance of additional nominations from the floor (with candidates' consent), and the election of officers. The delegates present shall vote for one nominated candidate, for each office.

E. Voting will be by secret ballot when there are multiple candidates for an office. When there is only one candidate for an office, a secret ballot will not be required. The candidate receiving the majority of votes for the office will be elected.

F. The newly elected officers shall be installed at the fourth quarter Northwest Association meeting each year. The term of office shall commence on January 1st and end on December 31st. The newly elected officers shall be introduced at the annual Roundup.

G. The outgoing officers shall assist the incoming officers to facilitate a smooth transition.

Section 2. Vacancies on the Executive Committee will be filled by nominations from the floor at the next Northwest Association meeting after the vacancy becomes known.

ARTICLE II DUTIES OF OFFICERS

Section 1. The President shall:

A. preside at all meetings of the Northwest Association.

B. prepare agendas for all Northwest Association meetings.

C. send a letter by mid-January, based on a report from the Treasurer, to each area association, club, and individual member whose dues were not paid by 31 December. The letter will state that the arrearage must be remedied no later than 30 January. The letter will also state that failure to remedy the arrearage by 30 January will result in the area association, club, and individual member being released from membership.

D. follow-up on all actions taken on behalf of the Northwest Association.

E. serve as ex-officio member of all committees.

F. be bonded if specified by the delegates.

G. appoint and/or remove chairpersons of committees.

H. appoint a delegate to serve as a liaison to the Northwest Florida Callers & Cuers Association.

I. write, (or cause to be written) as often as practical, articles for publication in the *Panhandle Press, Bow & Swing*, and other similar publications reporting events in the Northwest Association.

J. provide a current individual Northwest Association membership roster to the Nominating Committee.

K. appoint an audit committee of three (3) delegates to audit all financial records of the Northwest Association prior to the Treasurer's expiration of office.

L. submit a list of new officers including name, address, email address & telephone number to the Treasurer, *Panhandle Press, Bow & Swing*, and the Florida Federation of Square Dancers as soon as possible after election.

M. perform such other duties applicable to the office.

Section 2. The Vice President shall:

A. assume the duties of the President in his/her absence.

B. serve as the chairperson of the Program Committee (also known as the Roundup Committee).

C. serve on the Insurance/Membership Committee.

D. negotiate all fee arrangements (memorandum of understanding/rental agreement) for Northwest Association meetings, as necessary.

E. coordinate all Northwest Association-sponsored dances.

F. perform such other duties applicable to the office.

Section 3. The Secretary shall:

A. keep a record of proceedings of all Northwest Association business.

B. keep and maintain a Northwest Association attendance record.

C. keep and maintain a list of all Northwest Association committees.

D. correspond for the Northwest Association including sending cards to members who are sick or have a death in the family.

E. prepare a brief of the minutes of each Northwest Association meeting and provide an electronic version to the Newsletter Committee for publication in the Newsletter.

F. notify, electronically or by mail, the Board of Delegates, committee chairpersons, and the Northwest Callers and Cuers Association liaison of all Northwest Association meetings at least one calendar week prior to each regular meeting and as far in advance as possible of each special meeting.

G. retain an electronic current copy of the Constitution, Bylaws, and Standing Rules to facilitate the re-issue of these amended documents.

H. send a cordial letter to an area association/club that fails to be represented at two (2) consecutive Northwest Association meetings. The letter should remind them of their obligation to be represented at meetings. The letter should also suggest if their certified representative cannot attend a Northwest Association meeting, any active member of the organization can be designated as a representative with the same entitlements.

I. perform such other duties applicable to the office.

Section 4. The Treasurer shall:

A. be custodian of all funds and accounts of Northwest Association.

B. furnish a list to the President no later than 15 January of each area association, club, and individual member whose dues were not paid by 31 December.

C. receive all dues, fees, and other monies collected.

D. pay all Northwest Association bills.

E. prepare a written report of Northwest Association finances for each quarterly meeting and at the close of his/her term of office.

F. maintain & furnish a copy of a current registry of Northwest Association area associations, clubs, and individual memberships to the Executive Committee and the Newsletter Committee.

G. order and ensure delivery of badges for new members.

H. order the ribbons/dangles for the Roundup and any other dance sponsored by NWFSRDA.

I. submit IRS reports, as required.

J. complete and send the Northwest Association Annual Report to the Florida Secretary of State.

K. prepare the financial report on the Roundup, and any other dance sponsored by NWFSRDA, and present it at the subsequent quarterly Northwest Association meeting.

L. maintain a supply of Northwest Association Membership Application forms, make them available at Northwest Association meetings and dances, and distribute them through the *Panhandle Press*.

M. ensure all checks are signed by either the Treasurer or the President.

N. be bonded if specified by the delegates.

O. perform such other duties applicable to the office.

ARTICLE III DUTIES OF STANDING COMMITTEES

Section 1. The Executive Committee shall consist of the current elected officers and the Immediate Past President. It shall have the power to call special meetings, as required, to carry out the business of the Northwest Association. It will carry out such business, not in conflict with these Bylaws, as may be necessary between meetings and will carry out such other duties as the delegates may direct. All actions of the Executive Committee are subject to review by the delegates at the next regular meeting.

Section 2. The Public Relations Committee shall publicize Northwest Association events, assist member clubs and area associations with their publicity when requested, and make every effort to encourage more people to become dancers. Additionally, the committee shall be responsible for arranging Northwest Association dancers' attendance at public events to demonstrate various levels and types of dancing for the purpose of starting new beginner classes and/or for the entertainment/enjoyment of the public.

Section 3. The Program Committee shall have charge of all arrangements for all Northwest Association dances. This includes the annual Roundup.

Section 4. The Newsletter Committee shall publish a quarterly newsletter (known as the Panhandle Press) for the Northwest Association. Each edition of the newsletter should include, as a minimum, a chronological list of upcoming dances in the area, suitable publicity for new beginner classes, and notices of upcoming Northwest Association meetings and dances. The Newsletter Committee shall ensure payment has been received for submitted ads and flyers before publication. The Newsletter Committee may enter into contractual arrangements to have the newsletter published by private individuals if it is judged desirable to do so. In this event, the committee shall have final review authority over the publisher. The newsletter will fund itself from advertising & sales independently of the Northwest Association treasury. The Newsletter Committee may come to the Northwest Association treasury for funding if unable to sustain itself. The Newsletter Committee shall prepare a quarterly report of income and expenses & net gain/loss for NWFSRDA meetings. If a report of the Northwest Association's Newsletter Committee is required by the Florida Federation of Square Dancers (Federation), a copy of the report submitted to NWFSRDA may be provided by a Northwest Association's delegate to the Federation.

Section 5. The Bylaws Committee shall prepare all amendments to the Bylaws proposed by a delegate in the proper form and concise language. If approved, by the delegates, the amendments may be attached to the appropriate section of the Bylaws. Biannually, the Bylaws Committee shall review and republish the Bylaws to incorporate any amendments made during the intervening period. The Bylaws Committee shall submit an electronic current copy of the Constitution, Bylaws, and Standing Rules to the Secretary.

Section 6. The Insurance/Membership Committee shall manage the Northwest Association insurance program for clubs/area associations and individual members and promote membership in the Northwest Association. The committee will accept the annual insurance packet from the Florida Federation of Square Dancers Insurance Chairperson and reproduce and distribute the insurance packets as soon as practicable to member clubs/area associations. Included in this distribution will be new/renewal

club/area association membership application forms for submission of dues and any other necessary forms. The packets will contain instructions relating to procedures and deadlines for a timely submission to the committee. Prior to submitting member club/area association insurance packets in a timely manner to the Florida Federation of Square Dancers Insurance Chairperson, the committee shall review completed forms to verify the minimum fees have been paid, every dancer has paid only one fee, and all other insurance criteria have been met. Also, upon receiving additionally named insured insurance certificates, the committee will promptly mail/distribute the certificates to the appropriate member clubs/area associations.

Section 7. Each committee chairperson shall submit a written copy of his/her report to the Secretary at each Northwest Association meeting.

ARTICLE IV DUTIES OF DELEGATES

Section 1. The delegates are the real strength of the Northwest Association. Their duties are to:

- A. state the requirements and positions of the club/area association they represent.
- B. decide the best course of action on all matters of concern to the Northwest Association.
- C. report back to their club/area association the matters discussed and decisions made at Northwest Association meetings.
- D. accept special assignments.
- E. represent their club/area association at every meeting.
- F. submit a written request signed by the Club President designating a temporary representative for a Northwest Association meeting when neither the Club President nor the Alternate Certified Delegate will be in attendance at a meeting. This request should be delivered to the Executive Committee in person prior to the start of a meeting.

ARTICLE V YOUNG DANCERS

Section 1. Teen-age clubs meeting the requirements in Article III of the Constitution are eligible for full membership in the Northwest Association by payment of the regular dues. Such clubs shall have all rights and privileges of voting and all other rights held by adult clubs.

Section 2. Teen-age clubs as defined above are 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.

Section 3. Pre-teen clubs shall be eligible for Northwest Association membership if they meet the requirements of Article III of the Constitution and shall pay one-half of the regular dues. These clubs shall have no voting privileges.

Section 4. Pre-teen dancers, which are defined as those who have not reached their thirteenth (13th) birthday, shall be admitted to Northwest Association-sponsored dances at one-half the regular admission, whether or not they are individual members of the Northwest Association.

ARTICLE VI ORDER OF BUSINESS

Section 1. The order of business shall be: Call to Order, Reading and Approval of Minutes, Reports of Officers & Standing Committees, Reports of Special Committees, Special Orders, Old Business, New Business, and Adjournment.

ARTICLE VII MONIES, DUES, FEES, AND INSURANCE

Section 1. Monies

- A. All monies acquired by the Northwest Association shall be used to promote dancing in a manner consistent with the policies of the Northwest Association.
- B. No persons, except those customarily paid, shall receive remuneration for services.

Section 2. Dues

- A. Dues shall be paid directly to the Treasurer. Dues are payable November 1st of each year and are delinquent if not received by December 31st. Dues are effective beginning January 1st of each year.
- B. The dues structure for area associations, clubs, and individual members shall be determined by a majority vote of the delegates at a regular business meeting.
- C. No person shall be exempt from paying dues, except the Northwest Association Dancer(s) of the Year.
- D. If dues of an area association/club are in arrears it will NOT be entitled to vote.

Section 3. Fees

- A. The fee to attend a NWFSRDA-sponsored dance will be determined by a majority vote of the delegates at a regular business meeting prior to any advertisement of the dance.
- B. Current NWFSRDA members, having paid new or renewal dues, may attend a sponsored dance at 1/2 the regular door fee.
- C. Pre-teen dancers may attend a sponsored dance at 1/2 the regular door fee, whether or not they are individual members of NWFSRDA.
- D. All other dancers may attend a sponsored dance at full regular door fee.
- E. The Executive Committee may approve other fees for special guests.

Section 4. Insurance

- A. Accident/medical insurance fees are included in Northwest Association individual membership dues.
- B. In order to participate in the insurance program, a club must be a member of the Northwest Association; a dancer must be either a member of a member club or an individual member of the Northwest Association.
- C. Clubs must obtain liability and accident/medical insurance for their members, who are not individual Northwest Association members, by completing the package of forms provided by the Chairperson of the Insurance/Membership Committee and by paying the appropriate fees. Club dues do not include insurance for the Club.
- D. Area associations will be granted liability insurance coverage at no charge when its member clubs participate in the insurance program.
- E. Insurance fees shall be submitted as specified by the Insurance/Membership Committee Chairperson.

ARTICLE VIII DELEGATES TO THE FLORIDA FEDERATION OF SQUARE DANCERS

- Section 1.** Four (4) delegates plus the President and two (2) alternate delegates shall represent the Northwest Association at the Florida Federation of Square Dancers meetings.

Section 2. Delegates to the Florida Federation of Square Dancers shall be elected at the 3rd quarterly meeting each year and shall hold office for a term of one (1) year beginning with the annual (fall) meeting of the Federation.

Section 3. If for personal reasons the duly elected Federation delegate is unable to serve his/her full term, a successor shall be appointed by the Northwest Association President subject to approval of the delegates at the next regular meeting.

Section 4. Annual dues to the Florida Federation of Square Dancers shall be paid by the Treasurer in a timely manner and in accordance with Federation guidelines.

Adopted as Bylaws of the Northwest Florida Square and Round Dance Association, Incorporated on the 24th day of November, 1974.

Amended on the 22nd day of March, 1980

Amended on the 12th day of May, 1984

Amended on the 30th day of January, 1988

Amended on the 13th day of February, 1993

Amended on the 21st day of October, 1995

Amended on the 9th day of August, 1997

Amended on the 27th day of October, 2001

Amended on the 30th day of October, 2004

Amended on the 7th day of June, 2014

Amended on the 28th day of January 2016

Amended on the 28th day of October 2017