

**CONSTITUTION  
OF  
THE AKRON AREA SQUARE & ROUND DANCE FEDERATION, INC.  
Last Revision March 15, 2018**

**ARTICLE I NAME**

1. The name of this organization shall be "The Akron Area Square and Round Dance Federation, Inc.", hereinafter referred to as the "Federation" or "AASRDF".
2. The official publication of this Federation shall be known as "Linked Squares".

**ARTICLE II PURPOSE AND POLICIES**

1. To bring all area square, round, clog and contra dance clubs together in a single organization dedicated to the advancement and improvement of square, round, clog and contra dancing.
2. To offer aid, when requested, short of financial, to any member club in need of assistance.
3. To report its member clubs' activities by publishing their news report in the Linked Squares whenever they are properly submitted.
4. Whenever deemed necessary, desirable, or feasible, to sponsor or co-sponsor with member clubs a program of dances.
5. To maintain an official calendar so that each club's special dances may be registered and made available for reference, thus helping to prevent a duplication of dances on any given date.
6. The Federation shall avoid all interference in the internal affairs of any Federation member club.
7. The Federation shall arrange for special exhibits, whenever possible, of square, round, clog, and/or contra dancing for creating interest and attracting new dancers.

### **ARTICLE III ORGANIZATION**

1. The Federation shall be composed of square, round, clog, and contra dance clubs as described under Article VI, Section 1. Each of these Member Clubs shall select a maximum of two (2) Delegates, by their own manner of choosing, to represent such club at Federation meetings. All club membership rights and privileges shall be vested in and exercised only by such Delegates.
2. Any club not represented at regular Federation meetings for three (3) consecutive meetings may receive a letter from a Federation Officer stating that they are about to lose all rights. If still no attendance for one (1) meeting, such club may be dropped and lose all rights therein.
3. The Federation shall organize, select officers, schedule and conduct meetings or other activities as described in this Constitution. For any phase of such activities not specifically covered, "Robert's Rules of Order" shall prevail.

### **ARTICLE IV LEGALITIES**

1. The Federation shall be incorporated under the laws of the State of Ohio.
2. Benefits accrued from Federation activities shall be retained and/or used by the Federation for the benefit of square, round, clog and contra dancing.

## **ARTICLE V MEMBERSHIP**

1. Federation Membership shall be open to any area square dance, round dance, clogging or contra club governed by duly elected officers.

A. Any such Club desiring to become a member must make application in person or in writing by one (1) of its officers and such application must be accompanied by one year's dues and a current list of legal names (not nicknames) and addresses of its members.

B. A request for membership shall be considered as accepted after being favorably acted upon at a regular Federation meeting.

C. Each member club must place a letter on file with the Federation Secretary naming its Delegates for the current year so that the Delegates may be officially recognized for exercising their voting rights. All Delegates must be members in good standing.

1. A club may elect or appoint an alternate Delegate to act in place of a Delegate who is unable to attend a Federation meeting.

2. A club wishing to designate an alternate Delegate must send a letter to the Federation Secretary. The letter must state the alternate's name and be signed by the club President. The alternate Delegate may bring the letter to the Federation meeting.

3. If the official club Delegate(s) are at a meeting, the alternate(s) may attend as Individual Members.

2. Individual Members

A. Any individual who is a member in good standing of a Federation club is a member of the Federation and may attend any Federation meeting.

B. Individual Members have no voting rights.

C. Any Individual Member of a Federation Club who is a member in good standing may attend any Federation meeting. Any individual member that acts in an ungentlemanly/unladylike manner shall be dismissed from the meeting and will not be allowed to attend any future meeting. Ungentlemanly or unladylike behavior includes causing a disruption of the meeting, or any other action such as physical violence or threats to or against any person or property, or profane name-calling or other unseemly acts. A member in good standing is one who exhibits the following: Treats all members of the Federation respectfully (no name-calling, no verbal or physical abuse will be tolerated).

D. A member in good standing is defined as:

1. One whose dues are current with a member club.

2. One who is a member in good standing in their member club.

3. One who treats all members of the Federation respectfully.

## **ARTICLE VI DUES AND INSURANCE**

1. In order to retain membership, voting rights, and other benefits, all member clubs of this Federation shall pay annual dues.

A. Dues shall become due and payable on the first of September annually. The Federation membership of any club whose dues and membership list are not submitted to the AASRDF Treasurer by December first shall be terminated.

B. Dues must be accompanied by an accurate current membership list consisting of the legal names (not nicknames) of all club members in good standing.

C. Dues must be accompanied by the names, addresses, and telephone numbers of the President and the two (2) Delegates from each club.

D. All clubs that are members of the Federation must provide insurance for the club and its members.

(Revised October 16, 2014 )

E. Any outside policy must shield the Federation from liability at a level equal to or greater than the current AASRDF policy coverage.

F. For clubs purchasing insurance under the AASRDF policy, dues shall be the current insurance rate plus \$.50 per primary member with a minimum of \$50.00 per club. A primary member is a member who is not insured with another square dance club, square dance federation, or United Square Dancers of America Dance group.

G. For clubs that are privately insured or insured under another square dance federation or USDA group, the annual AASRDF dues shall be \$50.00. Each club that is not insured with the AASRDF group policy must furnish proof of insurance to the AASRDF Treasurer annually by December 1.

## **ARTICLE VII MEETINGS**

1. Federation meetings shall be open to the public. Any attendee who disrupts any meeting in any way may be ejected at the discretion of the president and one other elected officer.
2. At the first meeting of the year, the Federation shall establish the date, time, and place for all regular meetings that are to be held for the succeeding twelve (12) months.
  - A. If this schedule of meetings is changed at any later date, all member Delegates shall be mailed a reminder of such change at least a week prior to the new meeting date.
3. A special meeting may be called at any time by the President.
  - A. No action requiring the expenditure of funds may be taken unless every member Delegate has been notified by mail at least a week prior to the date of such special meeting and unless at least half of the Federation member clubs are represented by one or both Delegates in attendance at such special meeting.
  - B. Any club Delegate who cannot attend such special meeting may mail his/her vote to the Federation President and will be counted in attendance.
4. Each Delegate shall have but one (1) vote regardless of the number of clubs he/she may represent or Federation position he/she may hold.
5. Each elected or appointed Officer or Chairperson of a standing committee shall have but one (1) vote (Revised October 16, 2014)

## **ARTICLE VIII EXECUTIVE COMMITTEE**

1. The Federation shall select the following officers annually from members in good standing of member clubs. No officer may serve more than 3 consecutive terms in the same office.
  - A. Elected Officers
    1. President
    2. Vice President
    3. Treasurer
    4. Officers appointed by the President
    5. Secretary
    6. Parliamentarian
    7. Special Advisor to the President (not to exceed 2)

## **ARTICLE IX ELECTION AND REMOVAL OF OFFICERS**

### 1. ELECTION OF OFFICERS

- A. The Nominating Committee shall be appointed no later than the September meeting.
  - 1. The Nominating Committee shall present its slate of officers at the October Meeting.
  - 2. Further nominations will be accepted from the floor at the October meeting.
  - 3. Nominee must be a member in good standing of a member Federation Club.
  - 4. No one shall be nominated without his/her consent.
  - 5. There shall be no other restrictions governing eligibility to seek or hold office.

All elected officers shall be elected annually by secret ballot at the regular November meeting and shall hold office for one (1) year (starting January 1) or until their successors are duly elected.

No officer may serve more than 3 consecutive terms in the same office. (Revision Added 3/15/18)

- B. The President shall appoint three (3) tellers to conduct the elections, to count the votes and to report the results at this meeting.
  - 1. The nominee for each office receiving the greatest number of votes shall be declared as duly elected to that office.
  - 2. In the event of a tie vote for any office, the tie shall be resolved by the vote of the current President.
  - 3. Ballot counts shall be available to only the nominees upon request.
  - 4. If challenged, an immediate recount will be conducted in the presence of nominees and tellers.
- C. After validation of the election, the ballots shall be destroyed.

### 2. REMOVAL OF OFFICERS

Any elected officer, standing committee chair, delegate or alternate delegate may be removed after an affirmative two thirds (2/3) vote of the delegates in good standing at a regular or special meeting as specified in Article VII.

## **ARTICLE X DUTIES OF OFFICERS**

### 1. President

- A. To preside at all Federation meetings.
- B. To enter into and sign contracts on behalf of the Federation
- C. To appoint a Secretary, Parliamentarian and Special Advisors (not to exceed 2) to serve during the President's tenure of office.
- D. To appoint the standing and special committee chairpersons from among the members in good standing of Federation member clubs and serve as ex-officio member of all committees; and to approve all budgets prior to expenditures.
- E. To assure that all officers and committee chairpersons are aware of and fulfill their respective duties.
- F. To fill the vacancy in any office other than his/her own by appointing a successor to serve the remainder of any unexpired term of office.
- G. To sign Federation checks in the absence of the Treasurer.
- H. The President may authorize disbursement of monies not to exceed two hundred dollars (\$200.00) between meetings. Any funds so disbursed shall be reported at the immediately following meeting.

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### 2. Vice President

- A. To assume the duties of the President in his/her absence, inability to perform his/her duties as President, or resignation.
- B. To serve as chairperson of any special committees as deemed necessary.
- C. To serve as ex-officio member of all other committees.
- D. Is Student Friendship Dance Committee Chairperson.

### 3. Treasurer

- A. To make all collections and disbursements of Federation funds. Prior approval by the membership shall be mandatory before the Treasurer makes any disbursements over two hundred dollars (\$200.00).
- B. To publish a financial statement reflecting all such activities monthly and present it at each meeting.

- C. To receive, hold, safeguard, and report all funds of the Federation coming under his/her control.
- D. To keep an itemized record of all dues paid in.
- E. To keep an accurate record of receipts and disbursements for audit.
- F. The financial records shall be audited and the results presented to the Federation annually by a professional or a volunteer appointed by the President.

## **ARTICLE XI STANDING COMMITTEES**

- 1. Clogging
- 2. Round Dance
- 3. Honors Dance
- 4. Linked Squares Editor
- 5. Linked Squares Advertising
- 6. Linked Squares Subscriptions
- 7. Linked Squares Dance Schedules
- 8. Sunshine
- 9. Web Master

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## **ARTICLE XII MAJOR SPECIAL EVENTS**

- 1. A Major Special Event is one for which the projected budget is equal to or exceeds one-fourth (25%) of the current total amount in the Federation treasury.
- 2. No Major Special Event shall be scheduled without a majority affirmative vote of the Delegates at the second reading of the proposal at a regularly scheduled Federation meeting.
- 3. The Federation President shall appoint the Chairperson of the Major Special Event.
  - A. The Chairperson of the Major Special Event shall appoint the committee.
- 4. The Major Special Event budget shall be presented to the Federation for approval, and when approved shall be signed by the Federation President.
  - A. The Major Special Event committee may establish and maintain a bank account for the event until sixty (60) days after the end of the Event.



- B. The Major Special Event committee shall present a financial report to the Federation monthly until the Major Special Event committee is disbanded.
  - C. Any profit made by the Major Special Event shall be turned over to the Federation within sixty (60) days of the end of the event, and the special bank account shall be closed.
  - D. Any loss incurred by the Major Special Event shall be paid from the Federation treasury.
- 5. Any contracts for the Major Special Event shall be signed by the Federation President and the Chairperson of the Major Special Event committee.
  - 6. All records and contracts of the Major Special Event are the property of the Federation and shall be turned over to the Federation within sixty (60) days of the end of the Event.

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### **ARTICLE XIII DUTIES OF COMMITTEE CHAIRPERSONS**

#### 1. General Duties

- A. Each Chairperson shall submit a budget to the Federation President for approval yearly, or prior to the event.
- B. The President may approve all budgets up to one thousand dollars (\$1,000).
- C. Any budget exceeding one thousand dollars (\$1,000.00) must be approved by a vote at a regularly scheduled Federation meeting before the President shall sign it.
- D. No Chairperson shall exceed his/her budget without prior approval.
- E. Each Chairperson shall submit a written report of activities for the benefit of future Chairpersons.
- F. Each Chairperson shall give a report of committee activities at each Federation meeting.

### **ARTICLE XIV OHIO STATE CORPORATION REPRESENTATIVES**

- 1. Two (2) Representatives shall be selected by vote of the club Delegates, Officers and Chairpersons at a regularly scheduled Federation meeting to attend the Ohio State Corporation meetings.
- 2. They will report monthly on ideas of interest to the Federation.
- 3. A stipend determined by vote of the Federation Delegates shall be granted to them for each trip made to attend State Corporation meetings.

## **ARTICLE XV DISSOLUTION**

1. In the event this Corporation should be dissolved, any funds remaining in the treasury and Federation owned properties shall be disposed of as determined by the majority of Delegates at a Federation meeting at the time of dissolution.

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## **ARTICLE XVI CHANGES TO THE CONSTITUTION**

1. This Constitution may be adopted, amended, added to, or repealed, wholly or in part, by an affirmative vote of two-thirds (2/3) or more of the total number of Delegates, Officers and Chairpersons voting at a Federation meeting.
2. Any of these actions must be submitted in writing to each member Delegate in attendance at a Federation meeting and must then endure a second reading at the next meeting prior to final action which is to be taken immediately after this second reading.

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