

## Chapter 4 - By-Laws

### ARTICLE 1            **POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE MEMBERS**

**Section 1**            **The President of the Association shall:**  
Preside at all Association and Executive Committee meetings  
Appoint all non-elected members of the Executive Committee  
Decide all questions of order subject to an appeal  
Act as judge in votes and elections, and declare the results  
Have authority to call meetings of the Executive Committee  
Be empowered to appoint committees  
Be an ex-officio member of all committees, except the Nominating Committee  
Appoint a chairman to be in charge of the Great Pumpkin Ball  
Appoint a chairman to be in charge of the Sweetheart Dance  
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:**  
Be the General Coordinator of the Association-sponsored New Dancer Program  
Be responsible for acquiring facilities and callers for these dances  
Provide flyers to be distributed to member clubs at the September General Meeting  
In the absence or disability of the President act with full powers of the President in all matters  
Be responsible for ordering and selling all retail items  
Perform such other duties as the President or Executive Committee may delegate

**Section 3**            **The Secretary shall:**  
Be the Association Administrative officer under the direction of the President and the Executive Committee  
Keep accurate records of the proceeding of the Association and of its Executive Committee  
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  
Give notice of all meetings  
Issue such reports as the Executive Committee may direct  
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:**  
Receive and be custodian of all monies  
Keep the Executive Committee fully advised on all matters connected with the Association funds

Keep an accurate record showing all receipts and disbursements  
 Keep funds in such a place as the Executive Committee may designate  
 Disburse such funds as directed by the Executive Committee  
 File form 990, or such other forms as may be required, with the Federal Internal Revenue Service  
 File an annual report, or such other forms as may be required, with the State of Illinois  
 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:**

Act as an advisor to the President and the Executive Committee

**Section 6****The Directors shall:**

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

**Section 7****The Additional Presidential Appointees shall:**

Attend all general meetings and Executive Committee meetings  
 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.

**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.
- 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 said Committee.
- 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.

**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 the delegate(s) cannot attend a meeting, the club President shall select a temporary alternate delegate.
- Section 3** No caller, round dance leader, or their partners, shall be a delegate.
- Section 4** There shall be no representation or vote by proxy.
- Section 5** Each delegate shall have one (1) vote at the General Meetings. Each club shall be entitled to two (2) votes.
- Section 6** No delegate shall vote for more than one (1) club.
- Section 7** 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.
  - 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.
  - 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.