

**BYLAWS**  
**OF**  
**ALABAMA SQUARE AND ROUND DANCE ASSOCIATION, INCORPORATED**

Rev. No. 4 8 Feb. 2014  
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Rev. No. 2 20 Jan. 1990  
Rev. No. 1 4 Feb. 1984

**ARTICLE I**

**Definitions**

- Section 1.** A.S.A.R.D.A., Inc or ASARDA – Acronym for the Alabama Square and Round Dance Association, Incorporated.
- Section 2.** Square/Round/Folk/Line dancer – This refers to an individual affiliated with a Modern American Western Style Square Dance, Round Dance, Contra. Line, Clogging, or Folk Dance Club.
- Section 3.** District – A geographical subdivision of the State having a number of Square/Round/Contra/Clogging/Folk/Line Dancers which through a unified effort can engage in any business or carry out an endeavor as required by the State Association.
- Section 4.** District Delegate – A designated Square/Round/Contra/Clogging/Folk/Line dancer resident in the District which represents and expresses the will of the dancers of that District in activities of the State Association. The Delegates will function as a liaison between the State Association and Square/Round/Contra/Clogging/Folk/Line dancer of their District.
- Section 5.** District Council – The representative body of each District consisting of three or more District Delegates one of whom is designated to serve as District Coordinator.
- Section 6.** Committee or Special Committee – Those Committees necessary to carry on the routine business of the State Association as determined by the state Board of Directors, the Constitution and Bylaws, or for special activities which are considered nonroutine.

**ARTICLE II**

**District Boundaries**

- Section 1.** The state shall be divided into Districts as determined by the Board of Directors of the State Association. Revision of District Boundaries may be accomplished by the ASARDA Board of Directors as required to accommodate the number and concentration of dancers in the Districts and to assure economic and efficient operations of the State Association.

- Section 2.** The current ASSARDA Districts are:  
District 1 – North Alabama  
District 2 – North Central Alabama  
District 3 – South Central Alabama  
District 4 – South Alabama

## **ARTICLE III**

### **Membership**

- Section 1.** Regular Membership may be held by an association, club or individual dancer participating in dance activities of the State of Alabama. Application for membership shall be by written request.
- Section 2.** Membership Dues shall be determined by the ASARDA Board of Directors and made a matter of record.
- Section 3.** Dues are paid to the Alabama Square and Round Dance Association, Inc. Treasurer. Checks shall be made out to Alabama Square and Round Dance Association, Inc. or A.S.A-R.D.A., Inc. Additional special dues or increase in dues may be assessed by a majority vote of the Board of Directors.
- Section 4.** Any association, club or individual dancer whose dues are more than three (3) months in arrears shall be suspended from active ASARDA membership.
- Section 5.** Termination of Membership: A member association, club or dancer which fails to uphold or comply with the Articles of Incorporation or with the Constitution and Bylaws and/or the standing rules, or for other causes deemed sufficient, may be suspended or expelled by an affirmative two-thirds (2/3) vote of the Board of Directors, after an appropriate hearing and due notice having been given the regular member at least two (2) months before such vote is taken.

## **ARTICLE IV**

### **Board of Directors**

- Section 1.** There shall be a Board of Directors who shall have the general management and control of the business and affairs of the corporation, and shall exercise all the powers that may be exercised or performed by the Association as a corporate entity subject to limitations contained in the Association's Articles of Incorporation, Constitution, and in these Bylaws.
- Section 2.** The ASARDA Board of Directors shall be composed of ASARDA Officers, District Delegates, Delegates to National Associations, Delegates from other Statewide Associations, Editor/Education Director, Insurance Chairman, and committee Chairmen

- Section 3.** For purposes of composition of the Board of Directors, the State of Alabama has been divided into Districts, as recorded in Article II with three (3) Delegates and 1 (one) Coordinator from each District serving as voting members of the Board of Directors. These District Delegates shall be elected or appointed by the respective districts in accordance with their own District Council Bylaws. Term of office of the District Delegates will be determined by each district in accordance with its own District Council Bylaws.
- Section 4.** Delegates from other Square/Round/Clogging/Contra/Folk/Line Dance Associations representing the activity on a statewide level, such as the Alabama Square Dance Callers Association, Alabama Round Dance Teachers Association, Alabama Clogging Council, Alabama Handicapable Square Dance Association shall have one Delegate to ASARDA and be voting members of the ASARDA Board of Directors. These Delegates shall be elected or appointed by their respective organizations. Term of office of these Delegates will be determined by their respective organizations.
- Section 5.** Delegates to other Square/Round/Clogging/Contra/Folk/Line Dance Associations such as the United Square Dancers of America Association, as appointed by the ASARDA President and approved by the Board of Directors, shall be voting members of the ASARDA Board of Directors. Term of office for these Delegates shall be as directed by the appointing President but shall not exceed the term of office of the appointing President.
- Section 6.** The ASARDA President shall annually appoint, with ASARDA Board approval, an Editor, Insurance Chairman, and Membership Chairman. These three (3) positions will have a vote on the ASARDA Board of Directors. The ASARDA President shall annually appoint, committee chairmen as deemed necessary for ASARDA operation. These positions will serve without vote on the ASARDA Board.
- Section 7.** Immediate past President shall be a member of the Board of Directors without vote unless still an elected officer or appointed delegate representing a District.
- Section 8.** Fifty percent of the Board of Directors shall constitute a quorum. A simple majority of the member's present shall be necessary for transaction of business except as otherwise herein specified.
- Section 9.** Any Board member absent three (3) regular or special meetings in succession shall be replaced at the discretion of the Board.
- Section 10.** A board member unable to attend an ASARDA meeting may have another ASARDA member from their district serve in his/her place (excluding the executive board member).

## ARTICLE V

### Officers

- Section 1.** The Officers of the Association shall consist of the President, Vice President, Recording Secretary, and Treasurer.
- Section 2.** The following Officers shall be elected by the Board of Directors at the annual meeting: President, Vice President, Recording Secretary, and Treasurer. The slate of nominees for office shall be made from the list of District Delegates currently serving a term of office or the incumbent officers. Only the incumbent Officers and the District Delegates currently serving a term of office and who have served at least one year are eligible to run for the office of ASARDA President.
- Section 3.** Terms of ASARDA officer positions shall be for one calendar year commencing 1 January and ending 31 December.
- Section 4.** Delegates elected to ASARDA Officer positions shall assure that their vacated Delegate positions are filled by their District. Delegates may not serve dual positions of Delegates and ASARDA Officers.
- Section 5.** The President shall preside over all ASARDA meetings and shall have general charge of and control over the affairs of the Association subject to the approval of the Board of Directors. The Board may by resolution passed by a majority of the entire Board designate the President to exercise the powers of the Board to the extent provided in such resolution by the Board members.
- Section 6.** The Vice President shall perform the duties as assigned to him by the President. In the absence of the President the Vice President shall perform and be vested with all the power and duties of the President and if the office of President shall be vacated, the Vice President shall succeed to the office of President.
- Section 7.** The Recording Secretary shall keep accurate minutes of the proceedings or meetings of the Association and shall give notice as required of all such meetings. This secretary shall also handle all miscellaneous correspondence as directed by the President. The Secretary shall be custodian of all Association records.
- Section 8.** The Treasurer will have custody of all funds and accounts and shall have charge of collecting and disbursing of all dues, fees, or other monies collected. The Treasurer shall keep a record of all monies collected and shall give a financial report at each meeting, and shall have the books available at any reasonable time for inspection by the Board of Directors. The Treasurer shall present an annual report at the annual meeting which shall include all financial business for the fiscal year preceding the meeting. The monies shall be deposited in the name of the Alabama Square and Round Dance Association, Inc. and provisions made so disbursements can be made only over the signature of the Treasurer

and the President. The Treasurer shall be bonded as specified by the Board of Directors. All cash expenditures shall be accounted for by receipts.

**Section 9.** Any office except the President's becoming vacant must be filled by appointment of the President with the approval of the Board of Directors. The vacancy of the President will be filled by the Vice President.

## ARTICLE VI

### Meetings

**Section 1.** An Annual Business Meeting shall normally be held in conjunction with the annual State Convention for the purpose of election of ASARDA Officers and to provide a forum for all ASARDA members to present and discuss matters applicable to the functions and operations of the Association and the Dance Activity. ASARDA members may attend but may not vote on issues presented to the Board of Directors for vote.

**Section 2.** Business Meetings of the Board of Directors shall be held at a time and place to be determined by the Board of Directors and announced by the President with advance notice sent to all Board Members two (2) weeks before the scheduled meeting.

**Section 3.** Special Meetings may be called by the President or on written petition to the Board of Directors by at least two (2) or more Officers and/or District Delegates from two (2) or more Districts. The Recording secretary shall notify all Board Members two (2) weeks prior to the meeting date insofar as possible.

**Section 4.** Committee Meetings may be called by the committee Chairman as required to perform the functions of the committee. A written report of the meeting will be forwarded to the ASARDA President for informational purposes.

**Section 5.** The meeting notice shall contain all data pertinent to the meeting including a copy of the proposed agenda, and mailed or distributed two (2) weeks prior to the scheduled meeting.

**Section 6.** Fifty percent of the Board of Directors shall constitute a quorum at the Annual, Business, or Special Meetings. A simple majority vote of the member's present shall be necessary for transaction of business except as otherwise herein specified.

## ARTICLE VII

### Committees

**Section 1.** The President shall appoint a Nomination Committee consisting of the Vice President and one (1) District Delegate from each District. The Vice President shall be the chairman of the ASARDA Nomination Committee. The Nomination Committee shall develop and present a recommended slate of Officer candidates to the Board of Directors. The

Committee will make sure all recommended nominees are adequately qualified and willing to perform the duties of the office for which nominated.

**Section 2.** There shall be other Special Committees appointed by the President whenever necessary subject to the approval of the Board of Directors.

## **ARTICLE VIII**

### **Finances**

**Section 1.** The Board of Directors shall have supervision and control over all matters of finance connected with the Corporation except such as may be delegated by them specifically to Committee or to any officer of the Association. The Board of Directors shall have the authority to designate such bank or other depositories in which accounts may be opened to hold and transmit the funds of the corporation. The Board shall likewise have the authority to signatures on such accounts and to designate the amounts of any loans to be entered into by the Corporation and the persons authorized to negotiate and/ or sign for any such loan on behalf of the Corporation.

**Section 2.** No travel or lodging expenses for any officer or committee member shall be paid by the Association.

## **ARTICLE IX**

### **State Convention**

**Section 1.** There shall be a state convention held annually and sponsored by the Alabama Square and Round Dance Association, Inc.

**Section 2.** The State Convention shall normally be held on the fourth weekend of August each year. The Board of Directors may change this date if deemed necessary on a case-by- case basis.

**Section 3.** The State Convention shall be held at a location as determined by the Board of Directors.

**Section 4.** The Convention Chairman will be designated by the sponsoring District with the approval of the Board of Directors.

**Section 5.** Insofar as possible the next Convention Chairman will be designated prior to the present State Convention so as to provide educational experience to the next chairman. The Convention Chairman of the previous two (2) State Conventions shall serve on the Convention Committee in an advisory capacity.

**Section 6.** The Convention Chairman shall prepare, submit, and present the detail plans and budget of the Convention to the Board of Directors for approval. The approved State Convention Guidelines shall be followed in the planning and conducting of the State Convention

**Section 7.** Accurate records of each Convention must be kept and a final report presented to the Board of Directors following the State Convention.

**ARTICLE X**

**Rules of Order**

**Section 1.** ROBERT'S RULES OF ORDER, REVISED shall apply on all questions of procedure not specified in these By-Laws. The following order of business shall be observed at meetings insofar as possible:

- A. Reading of Minutes of Previous Meeting
- B. Report of Officers
- C. Report of Committees
- D. Unfinished Business
- E. Election of Officers (if applicable)
- F. New Business
- G. Establish Next Meeting Date
- H. Adjournment

**ARTICLE XI**

**Amendments**

**Section 1.** These Bylaws may be amended by reading the proposed Bylaws changes at a meeting of the Board of Directors after which a second reading will be made at the next Board of Directors meeting followed by a discussion of wording, meaning and legality. A two thirds (2/3) majority of the voting Board of Directors attending the meeting is required to carry the proposed amendment.

ADOPTED, as amended, as the constitution of the Alabama Square and Round Dance Association, Incorporated, on this 8<sup>th</sup> day of February 2014.

ATTEST:  
/S/ Don Philpott  
Don Philpott  
Recording Secretary

/S/ Elaine Wheeler  
Elaine Wheeler  
President