



# **BYLAWS**

(REVISED 10-10-2010)

## **ARTICLE 1: NAME AND PURPOSE**

The name of this organization shall be **SQUARE DANCE CALLERS ASSOCIATION OF NORTHERN CALIFORNIA**. The Association is a non-profit organization whose purpose is to foster and encourage American Square and Round dancing, to exchange calls and ideas among callers, to provide members with an information service covering music, equipment and facilities, to publish a Code of Ethics to which all members shall subscribe, and to support State and National organizations that dedicate themselves to the orderly promotion of Square and Round Dancing.

## **ARTICLE II: MEMBERSHIP**

### **Section 1. CLASSIFICATION**

#### **A) CALLER:**

A caller is entitled to participate in all association functions. The caller and spouse/partner of record may vote on all matters brought before the General Assembly, may initiate and second motions, and may hold office. He/she shall be entitled to purchase the appropriate membership badges for him/herself for his/her spouse or partner of record.

#### **B) ROUND DANCE TEACHER:**

A Round Dance Teacher shall have all the privileges and rights of CALLER classification.

#### **C) ASSOCIATE:**

An Associate shall have all the privileges and rights of CALLER classification with the exception of being able to hold the offices of PRESIDENT and VICE PRESIDENT. Following are the categories of Associate classification:

- 1) Square Dance Caller/Teacher
- 2) One Night Stand instructor
- 3) Clogging Instructor
- 4) Contra Cuer

#### **D) CHARTER MEMBER:**

A member who joined the Association prior to the close of the second meeting shall be considered a charter member and shall the rights and privileges of CALLER Classification without payment of dues.

#### **E) LIFE MEMBER:**

A member who has served a complete term as president of the association prior to the end of 1982 or has been a continuous member in good standing for thirty years

shall be considered a LIFE MEMBER of this Association and shall have the rights and privileges of CALLER Classification without payment of dues.

## **Section 2. ELIGIBILITY**

All applicants for membership or change of classification shall file an application with the Membership Chairperson. All applications are subject to Executive Board approval.

### **A) CALLER:**

The applicant for CALLER membership must be current in dues and meet the following criteria:

- 1)...Attend four of the past six general meetings.
- 2)...Be the principal caller one (1) year for a Northern California Square Dance group meeting at least twice monthly.
- 3)...Call two normal tips, one at each general meeting, on a consecutive basis, OR be vouched for by three (3) CALLER members of the Association who have personally heard the applicant call.
- 4)...Subscribe to the Code of Ethics as published by this Association.

An applicant for CALLER membership transferring from another recognized caller's association shall be exempt from requirements 1, 2, and 3 above. He/she shall provide the Membership Chairperson with a letter of introduction from said association.

### **B) ROUND DANCE TEACHER:**

The applicant for ROUND DANCE TEACHER membership shall meet the following criteria:

- 1)..Pay the annual dues of the Association.
- 2)..Be cueing/teaching rounds for his/her own Northern California Round Dance group meeting at least twice monthly.
- 3)..Cue two of the last twelve round dance selections, one at each general meeting, on a consecutive basis, OR be vouched for by three (3) TEACHER members of the Association who have personally heard the applicant cue.
- 4)..Subscribe to the code of ethics published by this Association.

### **C) ASSOCIATE:**

The applicant for ASSOCIATE membership shall meet the following criteria:

- 1)...Pay the annual dues of this Association.
- 2)...Subscribe to the Code of Ethics as published by this Association.

## **Section 3. STATUS OF MEMBERSHIP**

### **A) GOOD STANDING/ACTIVE:**

A member shall be considered ACTIVE and in good standing when his/her dues are current and they have attended 4 of any consecutive 6 meetings with the exception of excused absences which must be registered with the Vice-President prior to the meeting. Such notice may be by telephone. Acceptable excused absences are: work, illness, calling dates or out of area vacations. Failure of any member (including Life Members) to comply with this attendance requirement for

ACTIVE membership shall then be considered INACTIVE, as described in Part B: below.

**B) GOOD STANDING/INACTIVE:**

A member shall be considered in good standing but INACTIVE when his/her dues are current but has not met the attendance requirement of PART A above. An INACTIVE member shall retain all rights and privileges as an ACTIVE member except as provided in the current STANDING RULES. A member who is considered INACTIVE may become ACTIVE by either: 1) Meeting the attendance requirement of PART A above or 2) by applying, in writing, for such change of status to the Board who shall approve such change when it is considered in the best interest of the Association.

**C) DELINQUENT:**

A member shall be considered delinquent when his/her dues are in arrears. A member who is delinquent is not allowed to participate in any Association functions, vote, hold office, make motions, or initiate any new business. Upon payment of all dues in arrears, a delinquent member shall be considered to be in good standing. If a member is delinquent for three (3) months or longer, the Executive Board may, at its discretion, terminate his/her membership.

**D) LEAVE OF ABSENCE:**

A member in good standing may request a leave of absence by submitting a letter stating so to the Executive Board. A member on a leave of absence may not hold office, vote, make motions or initiate new business. He/she may reinstate his/her membership at any time without loss of classification by paying the current dues.

**Section 4. DUES**

Annual dues for all classifications of members shall be determined by the Executive Board. Dues are due and payable on Jan 1 for the ensuing year. Life members shall be exempt from paying dues.

**ARTICLE III: OFFICERS**

**Section 1. OFFICERS**

The elected officers of this Association shall be PRESIDENT, VICE PRESIDENT, SECRETARY and TREASURER. The offices of PRESIDENT AND VICE PRESIDENT shall be open to the CALLER (TEACHER) member only. The offices of SECRETARY and TREASURER shall be open to either member (CALLER or SPOUSE/PARTNER OF RECORD). At no time shall both member and spouse/partner of record be elected to individual positions on the board at the same time. These officers shall perform duties as described in Section 4 and shall serve a one year term from January 1 to December 31.

## **Section 2. ELECTIONS**

### **A) NOMINATING COMMITTEE:**

In August of each year the President shall appoint a nominating committee of at least three active members in good standing. The nominating committee shall be temporary and shall be disbanded after elections take place. No officer may be a member of the nominating committee.

### **B) VOTING MEMBERS:**

All voting members shall be notified of the nominating committee's selections at the September meeting. Nominations will be taken from the floor immediately prior to the election. Elections will be held at the November General Meeting. Any nominee may be elected by a simple majority of a quorum including absentee and proxy votes.

## **Section 3. EARLY TERMINATION OF OFFICE**

### **A) REMOVAL:**

Any officer may be removed from office by a two-thirds vote of all votes cast, including absentee and proxy votes, at any general business meeting of the Association, provided that each voting member of the Association has been notified that such a vote will be taken. In the instance that an officer is removed, a special election shall be held immediately to fill the position.

### **B) RESIGNATION:**

If the PRESIDENT resigns before the end of his/her term, the VICE-PRESIDENT shall automatically assume the office of PRESIDENT. If the VICE-PRESIDENT is unable or unwilling to serve as PRESIDENT, a special election shall be held. Any other vacancies by resignation on the Executive Board shall be filled by appointment by the PRESIDENT.

## **Section 4. DUTIES OF OFFICERS**

### **A) PRESIDENT:**

The PRESIDENT shall preside at all Executive Board meetings and general business meetings. He/she shall represent or delegate authority to represent the Association in its dealings with others. He/she shall appoint all other chairpersons as needed. He/she shall have the power to appoint a Secretary *pro tempore* for a meeting in the absence of the elected Secretary. The PRESIDENT shall be responsible for providing a place to meet and may only vote in matters before the Association in case of a tie.

### **B) VICE-PRESIDENT:**

The VICE-PRESIDENT shall act as PRESIDENT in his/her absence or incapacity.

### **C) SECRETARY:**

The SECRETARY shall keep the minutes of the Executive Board and general business meetings. He/she shall also publish, print, and distribute the official

periodical newsletter of this Association. The SECRETARY shall also maintain and distribute a current membership roster, be the custodian of the by-laws and handle all correspondence to and from the Association.

**D) TREASURER:**

The TREASURER shall collect and deposit dues from members and revenues generated by Association functions. He/she shall also disburse funds necessary for the normal continued operation of the Association as defined in the Standing Rules. Any other type of reimbursement will need a majority vote approval of a quorum at a general meeting. The TREASURER shall also present a current financial report at all Executive Board and general meetings.

**E) IMMEDIATE PAST PRESIDENT:**

The IMMEDIATE PAST PRESIDENT shall act as an advisor to the Executive Board and shall chair any dances arranged during his/her tenure.

## **ARTICLE IV: EXECUTIVE BOARD**

**Section 1.**

The selected officers of the Association, the IMMEDIATE PAST PRESIDENT, and the Chairpersons of all standing committees shall constitute the Executive Board.

**Section 2.**

The Executive Board shall have general supervision of the affairs of the Association between its business meetings, make recommendations to the general membership, approve or disapprove applicants for membership and shall perform other duties as specified in these Bylaws and Standing Rules.

## **ARTICLE V. COMMITTEES**

**Section 1.**

The Standing Committees of the Association shall consist of the following:

- A) Program
- B) Research
- C) Membership
- D) Publicity
- E) Historical
- F) Liaison to NCSDA
- G) Liaison to SCVCA
- H) Sunshine
- I) Web

Special incidental committees may be created at the discretion of the Executive Board. The duties of all committees shall be determined by the Executive Board and outlined in the Standing Rules.

**Section 2.**

The PRESIDENT shall be the Executive Chairperson of all committees and shall appoint all committee chairpersons; these chairpersons may serve at the pleasure of the President. Each chairperson in turn may appoint as many committee members as he/she deems necessary. Committee members may serve at the chairperson's pleasure, their terms running concurrent with that of the chairperson. The committee chairpersons may hold as many meetings as they wish and may establish their own rules.

**ARTICLE VI: MEMBERSHIP IN ASSOCIATION**

It is hereby recognized that the Association is an affiliate member of Callerlab and subscribes to all the duties and responsibilities such affiliation implies.

**ARTICLE VII: DISSOLUTION**

In the event of dissolution, disbanding or termination of the Association for any reason, any and all remaining assets shall be distributed to any worthy charity(ies) the remaining members choose. In no event shall any part of the assets be distributed to or among any officer, employee, member or any other individual connected directly or indirectly with this Association.

**ARTICLE VIII: PARLIAMENTARY AUTHORITY**

The rules contained in Robert's Rules of Order, Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Association may adopt,

**ARTICLE IX: CODE OF ETHICS**

As a member of this Association, each person shall subscribe to the following Code of Ethics (adopted from CALLERLAB):

**Code:**

The professional caller must wholeheartedly subscribe to the established standards of relationships to accomplish the declared purpose and objective of callers in the square dance profession.

I ACKNOWLEDGE:

1. That I have an obligation to the dancers: therefore, I shall provide information, instruction and leadership to enable and encourage the dancer to develop to his/her full potential so that he/she may derive the maximum satisfaction and pleasure from the activity.
2. That I have an obligation to the club organizations: therefore, I shall participate in the development and maintenance of a sound and respected club organization, and shall endeavor to discharge this obligation to the best of my ability and to advise them wisely and honestly.

3. That I have an obligation to the profession: therefore, I shall respect the dignity of the leaders, teachers and callers as persons, and shall maintain a good reputation for personal integrity.
4. That I have an obligation to the activity as a whole: therefore, in my personal, business and social contacts, I shall be conscious of its heritage and its future, and conduct myself accordingly.
5. That I have an obligation to continue to work for professional growth, to adhere to uniform nomenclature, to learn, to lead and to contribute to the total square dance movement to the maximum of my ability.
6. That I have an obligation to all associations dealing with the activity: therefore, I shall promote a spirit of cooperation between the various elements of the association.
7. I will conduct myself at dances in a responsible manner that would not shame other callers in the profession. This includes:
  - (a) Making every reasonable effort to arrive at calling engagements early enough that the dance will begin on time;
  - (b) Refraining from using language in bad taste or telling jokes that may be embarrassing to the dancers, or calling under the influence of alcohol or any controlled substance (drugs); and
  - (c) Staying within the guidelines of the advertised program without variances.
8. Except in extreme emergencies, I will honor all contracts I sign. Meaning:
  - (a) I will fulfill all items in the contract;
  - (b) I will not cancel any contract if that cancellation causes a hardship on the sponsoring group. This includes giving sufficient and adequate notice of any cancellation that may be absolutely necessary;
  - (c) I will not send a replacement caller unless this is first approved with the contracting group; and
  - (d) I will conduct my financial affairs within the square dance activity in a responsible manner. This includes paying my debts on time, or making acceptable arrangements if unable to pay on time.
9. I will only perform music which has been obtained in a manner which properly and completely compensates the artists and producers responsible for its creation. I will not enable others to use copies of my music while I still retain my ownership.

I accept these obligations as a personal responsibility and solemn pledge, both in spirit and in fact, in a manner consistent with the highest standard of professional services as a member of this Association. I shall discharge these obligations and dedicate myself to that end.

## **ARTICLE X: AMENDMENTS**

### ***Section 1.***

These Bylaws may be amended at any general business meeting, whether regular or special, by a two thirds vote of quorum, including absentee and proxy votes, provided that each voting member of the Association has been notified such a vote is being taken.

***Section 2.***

The Standing Rules may be amended by a majority vote of a quorum. No prior notice that such a vote is being taken is required.

***Section 3.***

A quorum at a general meeting shall consist of all voting members present. A quorum at an Executive Board meeting shall consist of 51% of the total of officers and Standing Committee Chairpersons.