

CONSTITUTION AND BY-LAWS  
Oklahoma Square Dance Federation Revised  
November 2009

ARTICLE I

The name of this association shall be the Oklahoma Square Dance Federation.

ARTICLE II

The purpose of this association shall be:

1. To promote square and round dancing as a recreational activity of the highest standard.
2. To provide for member district associations promotional and organizational assistance with regard to new or existing clubs within their area.
3. Encourage, support and assist the member district associations in their efforts toward development and advancement of leadership in the various phases of square and round dancing activities such as club management, promotional activities, callers, instructors, musicians, etc.
4. Promote and have active charge of an Annual Oklahoma Festival.
5. To maintain communication member district associations with regard to information of square and round dance activities within the association.
6. Encourage the member district associations to police and prohibit alcoholic beverages at any function within their districts. Use of alcoholic beverages at any Oklahoma Federation function shall be prohibited.
7. To operate as a Non-Profit Association.

ARTICLE III - MEMBERSHIP

1. Membership in the organization shall be composed of district associations whose by-laws and geographical boundaries have been approved by the executive committee and accepted by the board of directors.

ARTICLE IV - VOTING QUALIFICATIONS

1. Voting by members of the board of directors shall be by couple (2 people) with each member of the couple having one qualified vote. 2. Offices in the association and district delegate positions shall be held by couple (2 people).

ARTICLE V - OFFICERS AND THEIR DUTIES

1. Officers of this association shall be elected by the board of directors during the annual meeting to take office on January 1<sup>st</sup> of the ensuing year following the election to serve through December 31<sup>st</sup> of the same year. Officers may be removed for cause when recommended by the executive committee and approved by the board of directors by majority vote.
  2. Officers shall be President, First Vice-President, Second Vice-President, Third Vice-President, Secretary and Treasurer.
    - a. The president, subject to the direction of the board of directors, shall have general responsibility over the affairs of the association and shall preside at all meetings. They shall be an ex-officio member of all committees. They shall perform such other duties as are usually incident upon the office of the president.
    - b. The vice-presidents, in their order respectively, shall in the absence of the president, perform all duties of the office.
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- c. The secretary shall keep the minutes of all meetings, shall notify directors of all meetings, shall be responsible for any correspondence delegated by the president, executive committee, or board of directors, shall maintain such other records as required by the board of directors.
- d. The treasurer shall have custody of all funds and accounts. He shall be bonded in the amount of seventy-five thousand dollars (\$75,000); cost of the bond to be borne by the association. He shall make a report of the financial condition of the association at each meeting. His books shall be available at any reasonable time for inspection by the executive committee, board of directors, or its designees. At the annual meeting all association business fillrough September 30<sup>th</sup>, shall be in January following the annual meeting, the books of the Oklahoma Square Dance Federation shall have been audited by a three-member committee appointed by the executive committee, or if deemed necessary, a certified public accountant. For tax purposes the reporting period shall begin on January 1<sup>st</sup> and end on December 31<sup>st</sup> of each year. The treasurer shall be responsible for submitting the required income tax reports to the Internal Revenue Service prior to March 19 following the end of the tax reporting period.
- e. A copy of the current treasurer's report must be mailed to all members of the Board of Directors at least five (5) days prior to a regular director's meeting.
- f. This association's funds shall be deposited in the name of the Oklahoma Square

Dance Federation in the depositories covered by the Federal Deposit Insurance Corporation and can be disbursed only over the signatures of the treasurer, or in case of emergency, by the signatures of both the president and another member of the executive committee to be designated by the executive committee.

3. Officers of this association shall be ineligible to serve as delegates from any member District during his term of office.

- 4. Consent of a nominee must be obtained before his name is presented if he is not present at the meeting.
- 5. A vacancy in an office by reason of resignation or otherwise shall be filled for the balance of the current term as follows:
  - a. Vacancy in the office of President:
    - (1) A vacancy in the office of president by reason of resignation or otherwise shall immediately be filled by the First Vice-President who shall automatically become president. All other vice-presidents shall advance in rank, leaving the office of third vice-president vacant. This office shall be filled by the board of directors at its next meeting whether scheduled or special.
  - b. Vacancy in the office of Vice-President:
    - (1) Vacancies in the office of any vice-president shall be handled the same as for president, except only vice-presidents of rank lower than the vacancy will fill the office immediately above their own.
  - c. Vacancy in the office of Secretary or Treasurer:

(l) A vacancy in the office of secretary or treasurer shall be filled by temporary appointment by the president, subject to approval by the executive committee. The vacated office shall be filled officially by the board of directors at their next meeting whether scheduled or special. In no case may resignation from the office of treasurer be accepted until such time as an adequate audit of the books can be made in keeping with the By-Laws of this association.

d. Any part of an official term served through automatic promotion would automatically be designated as a full term.

6. The executive committee shall prepare a proposed budget for the ensuing year to be presented at the annual meeting in November for approval by the board of directors.

#### ARTICLE VI - EXECUTIVE COMMITTEE

1. The executive committee shall consist of the elected officers and immediate past president, or in the case of his inactivity through death, resignation, or removal for any reason, this capacity would be filled from the Past Presidents' Group. The next most recent active past-president that is acceptable to the executive committee will fill this vacancy.
2. The executive committee shall carry out projects authorized by the board of directors.
3. A quorum of the executive committee shall be eight committee members (individuals).

#### ARTICLE VII - PAST-PRESIDENTS' GROUP

1. All past presidents, exclusive of the past president serving on the executive committee will be considered members of the Past-Presidents' Group.
2. Each past-president couple of the federation upon retiring from the office shall become members of the Past Presidents' Group and remain so during the time they are active in a member district club.
3. The Past-Presidents' Group will be invited to all federation functions as special guests in an advisory capacity only, with the right to speak and advise but not the right make motions and vote.
4. The Past-Presidents' Group will serve as an advisory body at the convenience of the executive committee.
5. An inactive past president will be designated as honorary past president for Life.
6. Status of inactivity will be determined by the Past-Presidents' Group

#### Article VIII - PUBLICITY AND EDUCATIONAL DIRECTORS

1. The president, with the approval of the executive committee, shall appoint a publicity director and an educational director.
2. The publicity director, under guidance of the executive committee, shall handle all releases of public information.
3. The educational director, under guidance of the executive committee, shall handle the educational program and materials relating thereto, including acquisition of appropriate books and/or materials as approved by the executive committee. In addition, the educational director may handle the mailing list and mailing of association publications at the discretion of the executive committee.

## ARTICLE IX - BOARD OF DIRECTORS AND THEIR MEETINGS

1. The board of directors shall consist of the members of the executive committee and five (5) delegate couples from each member district, one couple of which must be the district association president, or as their alternate that district association's vice-president.
2. No person shall serve in more than one position or membership on the board of directors.
3. A vacancy created on the board of directors by the election of a delegate to the executive committee shall be filled by the district affected by the appointment of a new delegate.
4. The Annual Meeting of the board of directors shall be held during November of each year, time and place of the meeting to be determined by the president with approval of the executive committee.
5. Notices of meetings and an agenda of all business known to the executive committee shall be mailed to each member of the board of directors postmarked at least ten (10) days before the meeting.
6. Special meetings of the board of directors may be called by the president or by written petition to the executive committee by at least two-member district associations. Failure by the executive committee to comply within fifteen (15) days to a properly petitioned request for a special meeting shall qualify petitioning districts to call a special Meeting by notifying all members of the board of directors.

A quorum shall consist of fifty-one percent (51%) of all members of the board of directors.

8. A vote to pass a motion by the board of directors may be contested from the floor and declared a "no-vote" if not passed by the required majority of a minimum quorum. ARTICLE X - NOMINATIONS OF CANDIDATES FOR OFFICE

1. There shall be a nominating committee consisting of the president as chairman, the immediate past president, and the president of each of the member districts who wish to serve.

2. At least thirty (30) days prior to the annual meeting of the board of directors, the nominating committee shall announce its recommendations of at least one candidate for each of the association's offices and at the board of directors meeting, place these names in nomination.
3. The chairman shall request of the district presidents' names to be submitted for state elected offices. Each candidate willing to serve shall complete a standardized form indicating background, leadership and experience. The nominating committee shall have notice 30 days prior to the nominating meeting of all applicants submitted using as notification copies of the completed standardized form. The nominating committee will consider those applicants who are the most qualified for the positions. ARTICLE XI - MEMBERSHIP FEE

This membership fee shall be \$1.00 per year from each member square dance club in each district.

This shall be payable January 1, each year and past due March 1 of each year.

## ARTICLE XII - RULES OF ORDER

The rules contained in the "Robert's Rules of Order, Revised" shall govern the association in all cases to which they are applicable and in which they are not inconsistent with these By-Laws or special rules of order.

## ARTICLE XIII - AMENDMENTS

The Constitution and By-Laws may be amended by a two-thirds (2/3) vote of the board of directors present. The board of directors shall be notified of a proposed amendment at least thirty (30) days prior to the meeting during which it is to be voted on.

ARTICLE XIV - APPROVAL OF CONSTITUTION AND BY-LAWS

Constitution and By-Laws, when approved by the board of directors, supersedes any and all previous constitutions and by-laws and their amendments.

AMENDMENT I - Adopted July 16, 1961

AMENDMENT II - Amendment I stricken from the By-Laws by Majority vote. (March 4, 1973.)

AMENDMENT III - Amendment of Article X, as printed in these By-Laws. (Adopted Oct. 24, 1976)

AMENDMENT IV - Amendment of Article X, item 3 (Adopted March 20, 1983.)

AMENDMENT V - Amendment of Article V-2, (Adopted Nov. 6, 1983)

AMENDMENT VI - Amendment of Article V number 2 paragraph d. as printed in these By-Laws (Adopted Nov. 5, 2006.)

AMENDMENT VII - Article 2: Add Number 7. To operate as a Non-Prom Association (Adopted Nov. 8, 2009)

AMENDMENT VIII - Article IV - Voting Qualifications, change male and female to 'O people'. (Adopted sept. 27, 2014)

(Adopted sept. 27, 2014)