

# **Constitution, Bylaws and Guidelines**

**Connecticut Association of Square Dance Clubs, Inc. CASDC**

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## Introduction to CASDC

The acronym CASDC stands for the Connecticut Association of Square Dance Clubs, Inc. We are an Association of clubs which desires to improve and perpetuate Square Dancing.

The Association had a rather humble beginning in October, 1964. A group of officers and presidents from various area square dance clubs gathered in West Haven to discuss Square Dance problems. A simple set of Bylaws was drawn up, adopted and officers were elected. The Missions are stated in these Bylaws. Delegate meetings are held at least six times a year. Flyers are exchanged and a printed listing of member club dances, for the ensuing month is distributed.

CASDC becomes the focal point when any member club encounters problems. The problem may be represented at CASDC with the delegates attempting to come up with a solution. If a member club is in trouble, help must be asked for before advice can be given by the delegates. It must be remembered that CASDC is not a cure all Association. We do not dictate nor dominate. We attempt to show the way with suggestions. Our major weapon is communication by means of exchanging ideas, flyers and information.

It must be noted that no one group or person can ever have complete control of the meetings or the Association. Our Bylaw's provide a simple method of operation. Our desire is to work with the various Square Dance organizations to bring Square Dancing to everyone and keep it a clean and entertaining form of entertainment.

The Association known as CASDC has without a doubt helped Square Dancing brought a good many clubs together and, on a whole, has been the deciding factor in some clubs being in existence today.

Time is given by all concerned in order to run the Association, time which is not paid for, but donated. Most of us who have seen the Association grow from just an idea; have not desired to obtain a thing out of it. Each club that joins should realize that the dues per year are spent for the publicity each month. Member clubs receive calendars; exchange flyers at the meetings and can publicize dances.

Meetings are open to all interested parties. The dates and place are listed in the monthly calendar.

## Duties of the CASDC Delegate

Your job is an important one, as you are responsible for information being exchanged between your club, member clubs, and CASDC. You are now the spokesperson for your club and square dance friends. Their ideas and complaints should be recorded and presented at the regular CASDC meeting.

As a CASDC delegate, your responsibilities include:

1. Read the Constitution, Bylaws and Guidelines, so you will understand the responsibilities of CASDC member clubs.
2. You or your alternate are responsible for your club's representation at all CASDC meetings. Bring your club flyers to CASDC for distribution. You are responsible for all club/CASDC organizational commitments which are assigned to you, the delegate.
3. See to it that your club and executive board receive a complete report on all CASDC activities. Distribute flyers and calendars to your club members.
4. At the end of your term, give any information that might be helpful to your club's new delegate.

Special emphasis must be placed on the important part the delegates play in the accomplishment of the CASDC objectives and the benefits each member club obtains from its membership. It is only through the delegates that the Association will attain its maximum usefulness.

A delegate can enlighten themselves by becoming familiar with every objective of CASDC and be able to bring up club problems which the Association can study and discuss. You should participate in committees and/or other work groups with your ideas and suggestions. The growth of the Association depends largely on you, the delegate. The Association is for you and your club.

# Constitution

## ***Article I –Name***

- A. The name of this organization shall be Connecticut Association of Square Dance Clubs, Inc.
- B. The Association shall conduct its business under the name of CASDC.
- C. The Association was incorporated in 1970, as a non-profit organization under the laws of the State of Connecticut.

## ***Article II –Mission***

- A. To promote Square Dancing.
- B. To promote friendliness, cooperation and communication among CASDC member clubs and other regional and national Square Dance organizations.
- C. To discuss Square Dance problems and exchange ideas.
- D. To serve as a clearing house for area activities.
- E. To provide publications for listing square dances sponsored by CASDC member clubs.

## ***Article III - Membership and Representation***

- A. Full membership shall be by Club; shall be open to clubs in Connecticut and fringe areas of nearby states; must be non-profit; run by officers elected by its membership; governed by Bylaws; hold at least six (6) regularly scheduled dances per year and have a membership of at least eight (8) qualified dancers.
  - 1. Application for membership must be by letter accompanied by a copy of the Club's Bylaws, CASDC annual dues and be submitted to the CASDC Coordinator.
  - 2. Any club whose membership in CASDC is forfeited or terminated may reapply after one (1) year and only on the same basis as any new club.
  - 3. Full membership includes CASDC voting privileges. Associate member clubs cannot vote.
- B. CASDC may revoke a club's membership for any of the following reasons. Upon direction by the Executive Board, the treasure shall notify the club in writing that their membership has been forfeited.
  - 1. Membership is forfeited when a club fails to pay its dues. No vote is required!
  - 2. Membership may be terminated if a club fails to be represented at least four (4) CASDC meetings during a CASDC year, or if a club fails to hold at least eight (6) dances in a CASDC year; such dances must be listed on the monthly CASDC listing. Any action taken in these cases must be on recommendation of the Executive Board and approved by at least fifty-one percent (51%) of the delegates present and voting at a regular CASDC meeting.
  - 3. A Club may be dropped from CASDC membership for improper conduct if so recommended by the Executive Board and approved by at least fifty-one percent (51%) of the delegates present and voting at a regular CASDC meeting.
  - 4. An Associate membership may be revoked at any time, with or without provocation, if so recommended by the Executive Board and approved by at least fifty-one percent (51%) of the delegates present and voting at a regular CASDC meeting. (See Article III-D below for Associate membership rules).
- C. A Delegate and Alternate are to be selected by each club (1 vote per full member club).
  - 1. The term should be from the Annual meeting to the next Annual Meeting of CASDC.
  - 2. A delegate may represent two (2) clubs maximum, providing the delegate is a member of both clubs. The

delegate must specify one club as the delegate's primary club. The delegate can only cast a vote for the delegate's primary club, but may present a proxy vote, in writing, from the secondary club. This proxy vote should be signed by the President of that club.

- D. Associate membership may be applied for by a club which doesn't fit all the requirements in Article III –A Associate membership should be approved at least fifty-one percent (51%) of the delegates present a regular CASDC meeting. Associate membership will have no voting privileges. Examples of associate member clubs include:
- ❖ Teen Clubs -The requirements shall be the same as stated in Section A., B., and C. of Article III except for minimum number of dances. Teen Clubs must hold four (4) dances minimum per year.
  - ❖ Special needs clubs would be welcomed into CASDC. Their qualifications will be defined and approved by the Executive Board.
  - ❖ Caller run clubs
  - ❖ Round-dance clubs or cuer run round-dance groups

## ***Article IV –Meetings***

- A. There shall be a minimum of six (6) regularly scheduled meetings each CASDC year held on dates determined by the Executive Board. A quorum for any CASDC meeting shall consist of representatives from greater than fifty percent (50%) of the member clubs.
- B. Special meetings may be called by the President and must be called on written request of four (4) clubs. Such requests are to be submitted to the Secretary and President of CASDC. Notice of a special meeting must be sent to all delegates at least ten (10) days before the date of the meeting.
- C. Any voting required to be taken by CASDC should be taken with at least fifty-one percent (51%) of the member clubs voting, either present or by proxy.
- D. The last meeting of the business year shall be the Annual Meeting.

## ***Article V -Officers and Elections***

- A. The elected officers shall be President, Vice President, Secretary, Treasurer and Coordinator. These officers shall be elected by the delegates (1 vote per club) at the CASDC meeting before the Annual Meeting, and take offices as the last item of business at the Annual Meeting. All officers must be members in good standing in a CASDC club.
1. The slate of officers shall be presented by the Nominating Committee two (2) months prior to the Annual Meeting, the election to take place one (1) month before the Annual Meeting, when nominations may be made from the floor providing the person nominated is willing to take the office. Any office vacated after election shall be filled by an appointment made by the Executive Board for the unexpired term.
  2. No officer is entitled to vote on any question before a CASDC meeting unless that person is acting as the delegate for his or her club.
- B. The President shall preside at all meetings of CASDC, shall be Chairperson of the Executive Board, shall be Ex-officio member of all committees except the Nominating Committee, and shall appoint all committees.
- C. The Vice President, in the absence of the President, shall perform the duties of that office and shall keep all records relating to the CASDC Visitation Program.
- D. The Secretary shall keep accurate records of all CASDC meetings and activities of the Executive Board, and shall record meetings to all delegates; shall handle all correspondence and shall, at the President's request, notify members of the Executive Board of its meetings.
- E. The Treasurer shall collect and keep an accurate account of all moneys, and disburse them on approval of the Executive Board or by vote of the delegates at a CASDC meeting, and shall act as Treasurer of all committees

chaired by CASDC. Any article sold by CASDC to dancers or to member clubs shall be in the charge of the Treasurer or a special committee of which he/she is a member.

- F. The Coordinator shall keep an accurate roster of CASDC member clubs, their President and delegate; act as an intermediary between CASDC member clubs and/or other organizations; check on CASDC clubs having trouble maintaining CASDC membership requirements; and report all such activities to the Executive Board.

## **Article VI -Board and Committees**

- A. The Executive Board shall be composed of all elected officers, the immediate past President and the Standing Committee Chairpersons. The term of office begins as soon as the elected officers are installed and Committee Chairpersons appointed.
1. The duties of the Executive Board include organizing the business of CASDC for orderly presentation at meetings, to consider all applications for membership and to make a firm recommendation to a CASDC meeting, to consider and act on all matters referred to it by the membership of CASDC, to consider and act on situations affecting the welfare of CASDC or its member clubs.
  2. Meetings shall be held as the need arises but at least one (1) every three (3) months. A quorum shall consist of, at least, fifty percent (50%) of the members of the Executive Board.
  3. Special Projects Committee shall be formed to handle activities not currently being handled by any of the Standing Committees and which are temporary in nature.
- B. Special Committees may be appointed by the President as the need arises.
1. At least one month before the Annual Meeting, the President may appoint a Committee of one (1) to audit the books of the Treasurer.
  2. A Nominating Committee of one (1) to three (3) may be appointed, at least, four (4) months before the Annual meeting, by the President, with advice of the Executive Board. This Committee shall bring a complete slate of prospective officers to the CASDC meeting, two (2) months prior to the Annual Meeting.

## **Article VII – Dues**

- A. Necessary operating expenses shall be defrayed by fund-raising events and/or dues or donations.
- B. The CASDC year shall be determined by an Executive Board. Dues will be set by the CASDC Executive Board and approved by 51% of the delegates at the annual meeting. Dues are due at the January CASDC meeting.

## **Article VIII – Amendments and Guidelines**

- A. Amendments to the Constitution and Bylaws must be presented in writing to each delegate and read at one meeting and acted upon at the next. An Amendment shall be declared adopted if approved by fifty-one percent (51%) of the delegates, present or by proxy. Amendments and changes to the Constitution and Bylaws are not retroactive.
- B. Guidelines contain non governance decisions by the delegates and hence can be approved by a simple majority vote, if the quorum requirements are met. Guidelines are intended to provide delegates and member clubs with details and guidance of CASDC business decisions and plans.

## **Article IX -Rules of Order**

- A. *Robert's Rules of Order*, revised, shall govern a meeting's procedures.

# **Bylaws**

## **A. Elections**

1. A Nominating committee is appointed at the February meeting of CASDC.
2. The Nominating Committee will report to CASDC at the April meeting on a possible slate of officers.
3. Election of officers takes place at the May CASDC meeting.
4. New officers take over at the end of the June CASDC meeting.

## **B. Terms of Officers**

1. All officers will be elected for two year terms. To assure continuous leadership, the President and Secretary will be elected in even years and the Vice President, Treasure and Coordinator in odd years.
2. The President may only run for two (2) consecutive terms (4 years). If no candidate is nominated for President, the President may be re-elected for another two year term by a majority vote, of more than 51% of the eligible CASDC delegates.
3. All other officers: Vice President, Treasurer, Secretary and Coordinator may run indefinitely, if they wish to.

## **C. Business**

1. The CASDC Business year is from July 1st to June 30th.
2. The Annual Meeting is to be held in June.
3. The CASDC fiscal year is from July 1st to June 30th.
4. Dues will be set by the CASDC board and approved by a majority vote of the delegates. Dues are due at the January CASDC meeting.
5. A club will be allowed a grace period to pay their dues. Te grace period is until the March CASDC meeting.
6. A club not paying dues by the March CASDC meeting is subject to loss of membership, per the CASDC Constitution.

## **D. Travel Programs**

1. Club-of-the-Year Contest
  - A. Contest year is from January 1st to December 31st each year.
  - B. A club earning twenty (20) or more Travel Certificates will be awarded a reduction in dues for that year. The amount of which will be determined by the board and approved by the members.
  - C. A plaque for finishing first, in Travels, will be provided at the March CASDC meeting. The plaque will have added to it the "Club Name" for the winning club of that year.
2. With the exception of section D-1 above, the vice president may, with the approval of the board, modify terms and conditions of the travel programs, including implementing new programs to improve travel between member clubs. See the Guidelines for details.
3. Any changes to travel programs rules may not be retroactive and will become affective at the start of a new contest year, unless approved by the CASDC board and voted for by the CASDC membership. Any new travel program proposals must be submitted in writing.

## ***E. Other***

1. Callers and Cuers may advertise their workshops and single session dances at CASDC. Weekends or multiple day dances may not be advertised.
  2. Caller and cuer summer dance workshops and dances may be added to the July and August CASDC sheets only. Caller clubs that are associate members may have their dances and workshops appear on the CASDC sheet year-round. Caller or cuer weekends may not appear on the CASDC sheets.
  3. With the CASDC board approval, a Callers association or Cuers association may advertise a dance, lessons or workshops.
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# Guidelines

## ***Rule Governing CASDC Interclub Visitations***

### **A. Club-of-the-Year Award**

1. CASDC will provide the Club-of-the-Year plaque to the club earning the most CASDC Travel Certificates during the contest year. In case of a tie, the plaque will be shared; i.e. April-August and September-January.
2. Awards will be determined by CASDC
3. CASDC will compile statistics to determine awards and indicate which clubs dance through the summer.
4. General Rules:
  - a. A club may receive a certificate from each CASDC member club visited. No limit is set on the number of certificates a club may earn in one night as long as the club is represented by a different qualified square at each dance.
  - b. A certificate may be given out at any dance sponsored by the CASDC member club.
5. Eligibility to Compete
  - a. A club must be a Full CASDC member.
  - b. A club disbanding after paying dues remains a valid host if it had dances during any four (4) months of the contest year and the club lists these dances on the CASDC dance listing sheet.
  - c. A Traveling Club, which does not offer dances, may not participate as a visiting club. This will not pertain to a club which suspends regular dance schedules for the summer months (June, July, August and possibly September).
6. Qualifying
  - a. A visiting club:
    - 1) Must have paid CASDC dues.
    - 2) Must be attending a club sponsored dance advertised on the CASDC dance listing sheet, or pre-approved by CASDC, and must advise the CASDC delegate or ranking officer of the host club that the visit is being made.
    - 3) Must have signed in a minimum of one square of the club's dancers who are wearing the club's badge.
    - 4) Must have at least one certificate from at least 50% of the member clubs by the end of the contest year. For odd number of clubs,  $\text{percentage} = (\text{clubs} - 1) / 2$ .
  - b. The host club
    - 1) Must have paid CASDC dues and must be holding a club dance listed on a CASDC dance listing sheet or pre-approved by the CASDC board.
    - 2) Must award a visiting, qualified club with some evidence of its attendance. (E.g. CASDC Visitation Certificate or written IOU) bearing the name of the host club.
7. Procedures
  - a. The CASDC Vice President will display monthly the results of all travels.
  - b. Certificates received should be turned into the CASDC Vice President no later than one month after the completion of the contest.

## 8. Class Visitations

- a. When a club's beginner's class visits another CASDC member club's advertised beginner's level dance with at least eight (8) dancers, they shall be awarded a double CASDC visitation certificate. The eight (8) dancers can comprise eight (8) beginners or a combination of beginners and club dancers.

## **B. Most-Improved-Travel Award**

1. CASDC may present a Most-Improved-Travel Award to the club with the most improved percentage of travel visits above its own record from the previous year for each Contest Year.
2. Qualifications:
  - a. Winner will be determined by the CASDC board using the certificates received for the Club-of-the-Year contest.
  - b. The winning club may not be the recipient of the 1st, 2nd or 3rd place awards for the Club-of-the-Year Award.