

**BYLAWS
OF THE
NORTHWEST FLORIDA SQUARE AND ROUND DANCE ASSOCIATION,
INCORPORATED**

ARTICLE I NAME AND EXISTENCE

Section 1. The name of this organization is the Northwest Florida Square and Round Dance Association (NWFSRDA), Incorporated. Hereinafter, this organization is referred to as the NWFSRDA or Northwest Association.

Section 2. The existence of NWFSRDA is perpetual.

ARTICLE II PURPOSE

Section 1. The NWFSRDA is a Florida Not For Profit Corporation [Internal Revenue Code 501 (c) (7), tax exempt social club].

Section 2. The purpose of the NWFSRDA is to:

- A. promote the growth of dancing as a wholesome family activity.
- B. improve human relationships through increased participation in dancing.
- C. provide information and education regarding services and facilities available to its members to better enable them to participate in dancing.
- D. encourage the formation of new clubs and the development of new callers/cuers/promoters, and to assist them, if requested.
- E. sponsor and promote Northwest Association dances and an annual Roundup.
- F. publish a quarterly newsletter of Northwest Association news and upcoming dances.
- G. maintain membership in and liaison with the Florida Federation of Square Dancers for mutual assistance in functions that area associations cannot perform individually.
- H. organize northwest Florida area dancers to attend the annual Florida State Square and Round Dance Convention.
- I. provide and encourage greater cooperation and communication among dance clubs, similar organizations, and their members.

ARTICLE III MEMBERSHIP

Section 1. Membership in the Northwest Association shall be open to all area dance associations, clubs, and/or individual dancers located in the Northwest counties (west of the Suwannee River) of the State of Florida. An area association is defined as two (2) or more dance clubs forming a working organization to represent all those involved.

Section 2. Associate membership in this organization will be open to all out-of-state dance organizations, clubs, and/or individual dancers who are so geographically located that they will be able to participate in Northwest Association dances. Associate members will not be entitled to a vote.

Section 3. Annual dues for both regular membership and associate membership are delineated in Article XV herein.

ARTICLE IV GOVERNMENT

Section 1. Board of Delegates - The Board of Delegates of the Northwest Association shall consist of delegates from member area associations, member clubs, delegates-at-large, and the Executive Committee. Only the Board of Delegates may establish policies for the Northwest Association.

A. Member Area Association Delegates - Each member area association (e.g., PCSARDA) will have one (1) certified delegate. An area association shall only represent clubs in the northwest Florida area that are not members of the Northwest Association. The Area Association President is automatically a certified delegate. The area association should also provide an alternate certified delegate on their annual application form. If neither the Area Association President nor the alternate certified delegate will be available to attend a meeting, a temporary representative may be designated. A letter signed by the Area Association President designating a temporary representative shall be delivered to the Executive Committee in person prior to the start of a meeting

B. Member Club Delegates - Each member club will have one (1) certified delegate. The Club President (which includes the caller/cuer of a caller/cuer run club) is automatically a certified delegate. The club should also provide an alternate certified delegate on their annual application form. If neither the Club President nor the alternate certified delegate will be available to attend a meeting, a temporary representative may be designated. A letter signed by the Club President designating a temporary representative shall be delivered to the Executive Committee in person prior to the start of a meeting.

C. Delegates-at-Large - Each past president of the Northwest Association shall automatically become a delegate-at-large and shall retain this status only as long as he/she is an active member in an area association and/or member club and/or the Northwest Association. There shall be only one (1) delegate per couple president or single president. Additionally, there may be one (1) delegate-at-large for each twenty-five (25) individual dancers from the same area of northwest Florida whose area association and/or clubs are not members of the Northwest Association.

D. Executive Committee - Each office of President, Vice President, Secretary, Treasurer, and Immediate Past President will be a delegate.

E. Northwest Florida Callers & Cuers Association Liaison - A caller/cuer liaison, to be named by the Northwest Florida Callers & Cuers Association, shall be invited to sit with the Board of Delegates. Such representative shall not have voting privileges, but shall serve in an advisory capacity.

Section 2. Meetings

A. There shall be four (4) meetings of the Board of Delegates each year, one (1) in each quarter of the year. Notification of the exact time and place of meetings shall be provided by the Secretary as delineated in Article X herein. All meetings shall be held in the geographical area specified above.

B. Each delegate shall stand and state his/her name when roll is called. A sign-in sheet shall be signed by all delegates, committee chairpersons, and visitors.

C. Meetings are open to all Northwest Association members, subject to facilities. Those who are not members of the Board of Delegates may address the meetings, but may not make or vote on any motion.

Section 3. Quorums - A quorum for any meeting shall be twenty-five percent (25%) of the Board of Delegates.

Section 4. Voting

A. Each delegate can propose a motion and shall have only one (1) vote. Each delegate may exercise his/her vote only when present at the time the votes are cast. A secret/written ballot shall be required when requested by any delegate.

B. The President shall not vote as an individual, but may cast a tie-breaking vote. The majority of votes cast shall govern any motion unless otherwise provided herein.

ARTICLE V OFFICERS

Section 1. The officers consist of the President, Vice President, Secretary, and Treasurer.

Section 2. Nominations and election of officers are conducted in the manner provided in Article IX herein.

Section 3. The term for officers is one (1) year and shall run from January 1st through December 31st. A term ends when a successor is installed. No person may hold the same office for more than four (4) consecutive terms.

Section 4. The duties of the officers are provided in Article X herein.

Section 5. Callers, cuers, prompters and/or their spouses shall NOT be eligible to serve as Northwest Association officers.

Section 6. A person shall be a current individual member of the Northwest Association and/or be a member of a Northwest club for at least one (1) year prior to being nominated for an officer position.

ARTICLE VI COMMITTEES

Section 1. Each committee chairperson shall be a current individual member of the Northwest Association and/or be a member of a Northwest Association club.

Section 2. All committee chairpersons are appointed by the President and may be removed from office by the President unless another method of appointment or removal is provided herein. The chairperson of each committee will appoint the members of his/her committee unless another method of appointment is provided herein.

Section 3. Standing committees shall include Executive, Public Relations, Programs, Newsletter, Bylaws, and Insurance/Membership. The duties of the standing committees are as provided herein.

ARTICLE VII DISSOLUTION

Section 1. In the event of dissolution of the Northwest Association, any assets remaining after all obligations have been met will be assigned and transferred to the Florida Federation of Square Dancers to be used for the continual encouragement of dancing as a form of recreation.

ARTICLE VIII PARLIAMENTARY PROCEDURE

Section 1. The rules contained in Robert's Rules of Order, Revised shall govern the meetings of the Northwest Association in all cases to which they are applicable, unless otherwise provided herein.

ARTICLE IX ELECTION OF OFFICERS

Section 1. The President of the Northwest Association shall appoint a nominating committee no later than the second quarter meeting of each year. No member of the current Executive Committee shall serve on the Nominating Committee. A current individual Northwest Association membership roster shall be furnished to the Nominating Committee Chairperson at the time of his/her appointment.

A. The Nominating Committee shall select a slate of nominees to fill the offices of President, Vice President, Secretary, and Treasurer.

B. Every effort shall be made to fill the offices from all areas of the Northwest Association. Preferably no two officers will be from within a 40-mile radius of each other.

C. The proposed slate of nominees will be provided in the third quarter newsletter (if list of slate is available in time).

D. The last item of business at the third quarter meeting shall be the report of the Nominating Committee, the acceptance of additional nominations from the floor (with candidates' consent), and the election of officers. The delegates present shall vote for one nominated candidate, for each office.

E. Voting will be by secret ballot when there are multiple candidates for an office. When there is only one candidate for an office, a secret ballot will not be required. The candidate receiving the majority of votes for the office will be elected.

F. The newly elected officers shall be installed at the fourth quarter Northwest Association meeting each year. The term of office shall commence on January 1st and end on December 31st. The newly elected officers shall be introduced at the annual Roundup.

G. The outgoing officers shall assist the incoming officers to facilitate a smooth transition.

Section 2. Vacancies on the Executive Committee will be filled by nominations from the floor at the next Northwest Association meeting after the vacancy becomes known.

ARTICLE X DUTIES OF OFFICERS

Section 1. The President shall:

A. preside at all meetings of the Northwest Association.

B. prepare agendas for all Northwest Association meetings.

C. send a letter by mid-January, based on a report from the Treasurer, to each area association, club, and individual member whose dues were not paid by 31 December. The letter will state that the arrearage must be remedied no later than 30 January. The letter will also state that failure to remedy the arrearage by 30 January will result in the area association, club, and individual member being released from membership.

D. follow-up on all actions taken on behalf of the Northwest Association.

E. serve as ex-officio member of all committees.

F. be bonded if specified by the delegates.

G. appoint and/or remove chairpersons of committees.

H. appoint a delegate to serve as a liaison to the Northwest Florida Callers & Cuers Association.

I. write, (or cause to be written) as often as practical, articles for publication in the *Panhandle Press*, *Bow & Swing*, and other similar publications reporting events in the Northwest Association.

J. provide a current individual Northwest Association membership roster to the Nominating Committee.

K. appoint an audit committee of three (3) delegates to audit all financial records of the Northwest Association prior to the Treasurer's expiration of office.

L. submit a list of new officers including name, address, email address & telephone number to the Treasurer, *Panhandle Press*, *Bow & Swing*, and the Florida Federation of Square Dancers as soon as possible after election.

M. perform such other duties applicable to the office.

Section 2. The Vice President shall:

A. assume the duties of the President in his/her absence.

B. serve as the chairperson of the Program Committee (also known as the Roundup Committee).

C. serve on the Insurance/Membership Committee.

D. negotiate all fee arrangements (memorandum of understanding/rental agreement) for Northwest Association meetings, as necessary.

E. coordinate all Northwest Association-sponsored dances.

- F. perform such other duties applicable to the office.

Section 3. The Secretary shall:

- A. keep a record of proceedings of all Northwest Association business.
- B. keep and maintain a Northwest Association attendance record.
- C. keep and maintain a list of all Northwest Association committees.
- D. correspond for the Northwest Association including sending cards to members who are sick or have a death in the family.
- E. prepare a brief of the minutes of each Northwest Association meeting and provide an electronic version to the Newsletter Committee for publication in the Newsletter.
- F. notify, electronically or by mail, the Board of Delegates, committee chairpersons, and the Northwest Callers and Cuers Association liaison of all Northwest Association meetings at least one calendar week prior to each regular meeting and as far in advance as possible of each special meeting.
- G. retain an electronic current copy of the Bylaws and Standing Rules to facilitate the re-issue of these amended documents.
- H. send a cordial letter to an area association/club that fails to be represented at two (2) consecutive Northwest Association meetings. The letter should remind them of their obligation to be represented at meetings. The letter should also suggest if their certified representative cannot attend a Northwest Association meeting, any active member of the organization can be designated as a representative with the same entitlements.
- I. perform such other duties applicable to the office.

Section 4. The Treasurer shall:

- A. be custodian of all funds and accounts of Northwest Association.
- B. furnish a list to the President no later than 15 January of each area association, club, and individual member whose dues were not paid by 31 December.
- C. receive all dues, fees, and other monies collected.
- D. pay all Northwest Association bills.
- E. prepare a written report of Northwest Association finances for each quarterly meeting and at the close of his/her term of office.
- F. maintain & furnish a copy of a current registry of Northwest Association area associations, clubs, and individual memberships to the Executive Committee and the Newsletter Committee.
- G. order and ensure delivery of badges for new members.
- H. order the ribbons/dangles for the Roundup and any other dance sponsored by NWFSRDA.
- I. submit IRS reports, as required.
- J. complete and send the Northwest Association Annual Report to the Florida Secretary of State.
- K. prepare the financial report on the Roundup, and any other dance sponsored by NWFSRDA, and present it at the subsequent quarterly Northwest Association meeting.
- L. maintain a supply of Northwest Association Membership Application forms, make them available at Northwest Association meetings and dances, and distribute them through the *Panhandle Press*.
- M. ensure all checks are signed by either the Treasurer or the President.
- N. be bonded if specified by the delegates.
- O. perform such other duties applicable to the office.

ARTICLE XI DUTIES OF STANDING COMMITTEES

Section 1. The Executive Committee shall consist of the current elected officers and the Immediate Past President. It shall have the power to call special meetings, as required, to carry out the business of the Northwest Association. It will carry out such business, not in conflict with these Bylaws, as may be

necessary between meetings and will carry out such other duties as the delegates may direct. All actions of the Executive Committee are subject to review by the delegates at the next regular meeting.

Section 2. The Public Relations Committee shall publicize Northwest Association events, assist member clubs and area associations with their publicity when requested, and make every effort to encourage more people to become dancers. Additionally, the committee shall be responsible for arranging Northwest Association dancers' attendance at public events to demonstrate various levels and types of dancing for the purpose of starting new beginner classes and/or for the entertainment/enjoyment of the public.

Section 3. The Program Committee shall have charge of all arrangements for all Northwest Association dances. This includes the annual Roundup.

Section 4. The Newsletter Committee shall publish a quarterly newsletter (known as the Panhandle Press) for the Northwest Association. Each edition of the newsletter should include, as a minimum, a chronological list of upcoming dances in the area, suitable publicity for new beginner classes, and notices of upcoming Northwest Association meetings and dances. The Newsletter Committee shall ensure payment has been received for submitted ads and flyers before publication. The Newsletter Committee may enter into contractual arrangements to have the newsletter published by private individuals if it is judged desirable to do so. In this event, the committee shall have final review authority over the publisher. The newsletter will fund itself from advertising & sales independently of the Northwest Association treasury. The Newsletter Committee may come to the Northwest Association treasury for funding if unable to sustain itself. The Newsletter Committee shall prepare a quarterly report of income and expenses & net gain/loss for NWFSRDA meetings. If a report of the Northwest Association's Newsletter Committee is required by the Florida Federation of Square Dancers (Federation), a copy of the report submitted to NWFSRDA may be provided by a Northwest Association's delegate to the Federation.

Section 5. The Bylaws Committee shall prepare all amendments to the Bylaws proposed by a delegate in the proper form and concise language. If approved, by the delegates, the amendments may be attached to the appropriate section of the Bylaws. Biannually, the Bylaws Committee shall review and republish the Bylaws to incorporate any amendments made during the intervening period. The Bylaws Committee shall submit an electronic current copy of the Bylaws and Standing Rules to the Secretary.

Section 6. The Insurance/Membership Committee shall manage the Northwest Association insurance program for clubs/area associations and individual members and promote membership in the Northwest Association. The committee will accept the annual insurance packet from the Florida Federation of Square Dancers Insurance Chairperson and reproduce and distribute the insurance packets as soon as practicable to member clubs/area associations. Included in this distribution will be new/renewal club/area association membership application forms for submission of dues and any other necessary forms. The packets will contain instructions relating to procedures and deadlines for a timely submission to the committee. Prior to submitting member club/area association insurance packets in a timely manner to the Florida Federation of Square Dancers Insurance Chairperson, the committee shall review completed forms to verify the minimum fees have been paid, every dancer has paid only one fee, and all other insurance criteria have been met. Also, upon receiving additionally named insured insurance certificates, the committee will promptly mail/distribute the certificates to the appropriate member clubs/area associations.

Section 7. Each committee chairperson shall submit a written copy of his/her report to the Secretary at each Northwest Association meeting.

ARTICLE XII DUTIES OF DELEGATES

Section 1. The delegates are the real strength of the Northwest Association. Their duties are to:

- A. state the requirements and positions of the club/area association they represent.
- B. decide the best course of action on all matters of concern to the Northwest Association.
- C. report back to their club/area association the matters discussed and decisions made at Northwest Association meetings.
- D. accept special assignments.
- E. represent their club/area association at every meeting.
- F. submit a written request signed by the Club President designating a temporary representative for a Northwest Association meeting when neither the Club President nor the Alternate Certified Delegate will be in attendance at a meeting. This request should be delivered to the Executive Committee in person prior to the start of a meeting.

ARTICLE XIII YOUNG DANCERS

Section 1. Teen-age clubs meeting the requirements in Article III herein are eligible for full membership in the Northwest Association by payment of the regular dues. Such clubs shall have all rights and privileges of voting and all other rights held by adult clubs.

Section 2. Teen-age clubs as defined above are those having membership made up of dancers thirteen (13) years of age and above. Having some adult members shall not disqualify them from the benefits of this article.

Section 3. Pre-teen clubs shall be eligible for Northwest Association membership if they meet the requirements of Article III herein and shall pay one-half of the regular dues. These clubs shall have no voting privileges.

Section 4. Pre-teen dancers, which are defined as those who have not reached their thirteenth (13th) birthday, shall be admitted to Northwest Association-sponsored dances at one-half the regular admission, whether or not they are individual members of the Northwest Association.

ARTICLE XIV ORDER OF BUSINESS

Section 1. The order of business shall be: Call to Order, Reading and Approval of Minutes, Reports of Officers & Standing Committees, Reports of Special Committees, Special Orders, Old Business, New Business, and Adjournment.

ARTICLE XV MONIES, DUES, FEES, AND INSURANCE

Section 1. Monies

- A. All monies acquired by the Northwest Association shall be used to promote dancing in a manner consistent with the policies of the Northwest Association.
- B. No persons, except those customarily paid, shall receive remuneration for services.

Section 2. Dues

A. Dues shall be paid directly to the Treasurer. Dues are payable November 1st of each year and are delinquent if not received by December 31st. Dues are effective beginning January 1st of each year.

- B. The dues structure for area associations, clubs, and individual members shall be determined by a majority vote of the delegates at a regular business meeting.
- C. No person shall be exempt from paying dues, except the Northwest Association Dancer(s) of the Year.
- D. If dues of an area association/club are in arrears it will NOT be entitled to vote.

Section 3. Fees

- A. The fee to attend a NWFSRDA-sponsored dance will be determined by a majority vote of the delegates at a regular business meeting prior to any advertisement of the dance.
- B. Current NWFSRDA members, having paid new or renewal dues, may attend a sponsored dance at 1/2 the regular door fee.
- C. Pre-teen dancers may attend a sponsored dance at 1/2 the regular door fee, whether or not they are individual members of NWFSRDA.
- D. All other dancers may attend a sponsored dance at full regular door fee.
- E. The Executive Committee may approve other fees for special guests.

Section 4. Insurance

- A. Accident/medical insurance fees are included in Northwest Association individual membership dues.
- B. In order to participate in the insurance program, a club must be a member of the Northwest Association; a dancer must be either a member of a member club or an individual member of the Northwest Association.
- C. Clubs must obtain liability and accident/medical insurance for their members, who are not individual Northwest Association members, by completing the package of forms provided by the Chairperson of the Insurance/Membership Committee and by paying the appropriate fees. Club dues do not include insurance for the Club.
- D. Area associations will be granted liability insurance coverage at no charge when its member clubs participate in the insurance program.
- E. Insurance fees shall be submitted as specified by the Insurance/Membership Committee Chairperson.

ARTICLE XVI DELEGATES TO THE FLORIDA FEDERATION OF SQUARE DANCERS

Section 1. Four (4) delegates plus the President and two (2) alternate delegates shall represent the Northwest Association at the Florida Federation of Square Dancers meetings.

Section 2. Delegates to the Florida Federation of Square Dancers shall be elected at the 3rd quarterly meeting each year and shall hold office for a term of one (1) year beginning with the annual (fall) meeting of the Federation.

Section 3. If for personal reasons the duly elected Federation delegate is unable to serve his/her full term, a successor shall be appointed by the Northwest Association President subject to approval of the delegates at the next regular meeting.

Section 4. Annual dues to the Florida Federation of Square Dancers shall be paid by the Treasurer in a timely manner and in accordance with Federation guidelines.

ARTICLE XVII AMENDMENTS

Section 1. Proposed amendments to Articles I - VIII may be presented by any delegate at any regular meeting and shall be in writing. Upon a second motion, such amendments will be referred, via the

Bylaws Committee, to the Executive Committee for study and recommendation. The Executive Committee will provide their recommendations at the next regular meeting. The Secretary shall notify the delegates when amendments are to be voted on at an upcoming regular meeting. Such amendments shall require a two-thirds majority vote of the delegates to be adopted.

Section 2. Proposed amendments to Articles IX - XVII may be presented by any delegate at any regular meeting and shall be in writing. Upon a second motion, such amendments will be referred, via the Bylaws Committee, to the Executive Committee for study and recommendation. The Executive Committee will provide their recommendations at the next regular meeting. The Secretary shall notify the delegates when amendments are to be voted on at an upcoming regular meeting. Such amendments shall require a majority vote of the delegates to be adopted.

Section 3. Proposed amendments to Standing Rules may be presented by any delegate at any regular meeting and shall be in writing. Such amendments shall require a majority vote of the delegates to be adopted.

Adopted as Bylaws of the Northwest Florida Square and Round Dance Association, Incorporated on the 24th day of November, 1974.

Amended on the 22nd day of March, 1980

Amended on the 12th day of May, 1984

Amended on the 30th day of January, 1988

Amended on the 13th day of February, 1993

Amended on the 21st day of October, 1995

Amended on the 9th day of August, 1997

Amended on the 27th day of October, 2001

Amended on the 30th day of October, 2004

Amended on the 7th day of June, 2014

Amended on the 28th day of January 2016

Amended on the 28th day of October 2017

Amended on the 7th day of April 2018