

CONSTITUTION AND BY-LAWS  
NORTHWEST DISTRICT  
MISSOURI FEDERATION OF SQUARE 'N ROUND DANCE CLUBS, INC.

ARTICLE I - Name

The name of this organization will be known as the NORTHWEST DISTRICT, MISSOURI FEDERATION OF SQUARE 'N ROUND DANCE CLUBS, INC.

ARTICLE 2 – Objectives

- Section 1. To promote square and round dancing as a recreational activity of the highest standard.
- Section 2. To provide for member clubs promotional and organizational assistance with regard to new or existing clubs within the NORTHWEST DISTRICT.
- Section 3. To encourage, support, and assist the member clubs in their leadership in various phases of square and round dancing activities, such as club management, promotional activities, dance callers and cuers, musicians, etc.
- Section 4. To maintain communications between member clubs with regard to information of square and round dancing activities within the NORTHWEST DISTRICT.
- Section 5. To promote and take part in the state dance and other activities which promote square dancing.

ARTICLE 3 – Membership

- Section 1. Membership in the organization will be composed of square and round dance clubs in the area, who desire membership in this association and who desire to demonstrate an interest in the purpose of the association.
- Section 2. Clubs desiring membership in this district will submit an official district membership Application form, roster of members and appropriate fees. A club must consist of at least eight (8) members and hold at least one (1) dance per year.
- Section 3. Voting members of the district consist of district officers, two delegates from each member club (one of which may be the president or vice president or caller of a caller-run club), and members-at-large (as identified in the Constitution). Voting is one (1) per position, maximum two (2) votes per club.
- Section 4. Roll call will be taken before the start of each general membership meeting. A quorum consisting of a minimum of 1/3 of member clubs in the district must be present before a meeting can be called.
- Section 5. Voting will be a show of hands with the exception of election of officers, which will be conducted by secret ballot if more than one nominee for office.
- Section 6. Member-at-large: Immediate district past president and any member of a district club elected to state office will be, if they so desire, considered a member-at-large to the district; they would be permitted to attend all general membership meetings with full voting privileges. In addition, the immediate district past president will serve on the executive board as an advisor.

Article 4 – Club Responsibilities to the District

- Section 1. The responsibilities of the club are:
  - A. Pay district membership dues in accordance with Number 4 of the Working Rules. Include roster of members and appropriate application form and fees. Designate

club contacts as requested on application form. Complete address, phone and email are necessary.

- B. Be represented by a delegate or alternate at each of the four yearly district meetings. If unable to have a representative present, contact a representative from another club in writing to vote by proxy for your club.
- C. Delegate should promote and communicate district and Missouri State Federation events and business to the club and its membership.
- D. Clubs should participate in as many district and Missouri State Federation events as possible.
- E. For a club to be in good standing in the district, it should be represented by a delegate at a minimum of two (2) of the district meetings.

Section 2. Club Delegate responsibilities are:

- A. Attend district meetings representing your club and voting on their behalf. Make every effort to attend all meetings. For the club to be in good standing, it must be represented at a minimum of two (2) meetings out of the four held yearly.
- B. Take information back to the club caller and membership, as needed, about district and Missouri State Federation activities.

#### Article 5 – Officers

Section 1. The club members of the Northwest District will elect from its members: a president, vice president, secretary, treasurer, two state delegates, and one alternate state delegate. Each officer will be entitled to one (1) vote.

Section 2. The President will have general responsibility of the affairs of the organization and will preside at all meetings. The President will be an ex-officio member of all committees and will perform such other duties as are usually incident to the office of President.

Section 3. The Vice President will serve in the absence of the President and will perform all duties of this office.

Section 4. The Secretary will take minutes of the meetings and will send copies to each member of the executive board, club presidents, club delegates, and club callers and cuers. The Secretary will notify the above-named individuals of all meetings, will be responsible for any correspondence designated by the President, and shall maintain such other records as required.

Section 5. The Treasurer will have custody of all funds and accounts. The Treasurer will be required to make reports of income and expenses of the organization at all regular meetings. A written copy of this report will be made available to the Secretary for inclusion in the minutes. Treasurer's books will be made available at any reasonable time for inspection. An audit will be performed annually, or as may be required, by a committee appointed by the President.

Section 6. The President and State Delegates or Alternate State Delegate should attend and participate in the meetings of the Missouri State Federation of Square 'n Round Dance Clubs, Inc. They will be reimbursed for mileage to attend State Board meetings in accordance with Number 12 of the Working Rules if an official request is made in writing. A report of those meetings will be given by the Delegates or Alternate Delegate at the next District meeting. A written copy of this report will be made available to the secretary for inclusion in the minutes.

Section 7. Roberts Rules of Order will apply.

## ARTICLE VI: Elections

- Section 1. The President, Vice President, Secretary, Treasurer, State Delegates, and Alternate State Delegate will be elected annually.
- Section 2. The President will appoint the Nominating committee at the July meeting. Election will be held at the October meeting. The Nominating committee will recommend the slate of officers, with additional nominations being taken from the floor. Newly elected officers will be installed by the presiding president as the last order of old business at the January meeting.
- Section 3. At the expiration of the term of office, by termination or otherwise, of any officer or standing committee chairperson, they will turn over to their successor any monies, books or records of their office that may be in their possession.

## ARTICLE VII: Committees

- Section 1. The President will appoint the chairperson(s) of all committees. The committee chairperson will appoint their committee members, all of whom will be members of a Northwest District club. Committees will be appointed as needed.

## ARTICLE VIII: Amendments

- Section 1. This constitution may be changed only with written notification of the proposed change to all eligible voting members and with an approval vote of  $\frac{3}{4}$  of those members voting at a general membership meeting or by mail-in ballot.