

WEST CENTRAL DISTRICT CONSTITUTION
MISSOURI FEDERATION OF SQUARE AND ROUND DANCE CLUBS, INC.

Article I: NAME: The name of this organization will be known as the West Central District, Missouri Federation of Square and Round Dance Clubs, Inc.

Article II: OBJECTIVES:

- Section 1: To promote square and round dancing as a recreational activity of the highest standards.
- 2: To provide for members clubs promotional and organizational assistance regarding new or clubs within the WEST CENTRAL DISTRICT.
 - 3: To encourage, support, and assist the member in their leadership in various phases of square and round dancing activities such as club management, promotional activities, dance callers and cuers, musicians, etc.
 - 4: To maintain communications between member clubs with regard to information of square and round dancing activities within the West Central District.
 - 5: To promote and take active part in the state dances.

Article III: MEMBERSHIP:

- Section 1: Membership in the organization will be composed of square and round dance clubs in the same area, who desire membership in the association and who desire to demonstrate an interest in the purpose of the association.
- 2: Clubs desiring membership in this district will submit a letter to that effect. Membership will be approved by an affirmative vote of district voting members present at any general membership meeting.
 - 3: Voting members of the district consist of district officers, members-at-large (as identified in Article III, Section 6, and the presidents and delegates of member clubs. In the absence of the club president and vice-president, a couple may be appointed to vote in their place. In the absence of the club delegate, any designated alternate from that club may vote. Voting will be one (1) vote per Position/Person. Maximum of 2 votes per club.
 - 4: Roll call will be taken before the start of each general membership meeting. A quorum [51% of member clubs] must be present before the meeting can be called.
 - 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 is present.
 - 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 should 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 IV: OFFICERS

- Section 1: The club members of the WEST CENTRAL DISTRICT will elect from its members a president, vice-president, secretary, treasurer, two state delegates, and two alternate state delegates; none of which may be a club caller or cuer.
- Section 2: The President will have general responsibility of the affairs of the organization and will preside at all meetings. The President shall be an ex-officio member of all committees and shall perform such other duties as are usually incident to the office of the President.

Section 3: The Vice-president shall serve in the absence of the President and shall perform all duties of this office. Roberts Rules of Order shall apply.

Section 4: Secretary will take minutes of the meetings and will send copies to each member of the executive board, club president, club delegate, and club callers, and cuers. The Secretary will notify the above named 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 shall 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 books will be 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 their alternates shall be required to attend and participate in the meeting of the State Federation of Square and Round Dance Clubs. A report of this meeting shall be given by the Delegate or an Alternate at the next district meeting.

Article V: ELECTIONS

Section 1: The President, Vice-president, Secretary, Treasurer, two State Delegates, and two Alternate State Delegates shall be elected for a term of one year.

Section 2: Nominations for officers will take place at the next to last regular meeting. Elections shall be held at the last regular meeting, with additional nominations being taken from the floor at that time. 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 shall turn over to their successor any monies, books, or records of their office that may be in their possession.

Article VI: Committees

Section 1: Executive committee shall be comprised of the president, vice-president, secretary, Treasurer, and immediate past president.

Section 2: Committees shall be appointed as needed. The president shall appoint committee members. The committee members will select their own chairman.

Section 3: The nominating committee shall be appointed at the April meeting.

Article VII: AMENDMENTS

Section 1: This constitution may be changed only with a minimum of 30 days written notification of the proposed change(s) to all voting members and with an approval vote of 3/4 of those members present and voting at a general membership meeting.

Section 2: This constitution and bylaws, when approved by the membership, supercedes any and all previous constitution and their amendments.

This constitution was voted on and approved by the general membership of the WEST CENTRAL DISTRICT SQUARE AND ROUND DANCE CLUBS August 2, 2015.

WORKING RULES (BYLAWS)
WEST CENTRAL DISTRICT SQUARE AND ROUND DANCE CLUBS

1. These working rules may be changed or amended by an approval vote of a simple majority of members present and voting at any general membership meeting.
2. Membership dues in the West Central District are \$25.00 per calendar year payable to the West Central District Treasurer no later than September 30 of that year.
 - a. District Officers will assume their office at the January district meeting of any calendar year.
3. The West Central District will deliver the following information to these officers by the specified dates.
 - a. State Secretary (Prior to January 1 of the calendar year.)
 1. List of district officers, including position, addresses and phone numbers.
 2. List of member clubs, presidents and district delegates (including position, addresses and phone numbers). Number of members per club and number of students in lessons.
 3. List of member club callers/cuers, addresses and phone numbers
 4. A copy of the Constitution and Working Rules (as soon as ratified)
 - b. State Treasurer (By November 1.)
 1. Dues consisting of \$10.00 for each member club.
 2. Lists of a. (1) and a. (2).
 - c. State Dance Chairperson
 1. List of a. (1) and a. (2)
 - d. Doins' Editor
List of a. (1) and a. (2)
 - e. Member clubs' presidents, delegates, and district executive board by January 1.
 1. List of a. (1) and a. (2)
4. To accomplish rule 3 above, each club will deliver their respective information to the district secretary by October 15. The secretary will compile this information and forward it. When completed, this will be designated as the District Directory.
5. All district clubs will cancel or not schedule a dance on the same dates as the West Central District Dance or the Missouri Federation State Festival
6. The district will provide each district officer and immediate past president with a black or silver West Central District badge to be worn during his/her tenure in office.
 - a. Bars purchased by the district will be supplied designating: (1) position and year and (2) name of the person holding the position. These bars will be the property of the individuals upon completion of their term. The district will purchase a bar stating "immediate past president" with date to be worn by the individuals.
 - b. Procurement of initial badge and annually, the bar, shall be the responsibility of the district treasurer.
7. The district president may call a special executive board meeting at any time he/she deems necessary. The president may also, with the approval of the executive board, call a general membership meeting when necessary.
8. Special dances are defined as those which meet one or more of the following criteria:
 - a. Dance involves greater expense than normal and is designated as a special dance by the host club.

- b. A dance which is listed on the DOIN'S as a special dance should have the host club secretary notify in writing all area clubs dancing the same night.
 - 1. Area is defined as a FIFTY (50) mile radius of the club in question.
 - c. The dance is on other than a club's normal dance night.
 - d. The suggested door donation is greater than that normally charged by that club.
 - e. A club which plans a dance which meets the criteria in rule 8, will request that the district sanction this dance. A club shall not schedule a special dance on the normal dance night of another club **within its area** without written approval from that club. This request for a special dance will be delivered in writing to the district president as soon as possible.
9. Clubs wishing to change dance nights should respect other clubs belonging to the West Central District dancing on the same night within a FIFTY (50) mile radius.
10. Regular membership meetings will be held during the months of January, April, August, and November when possible.
- a. Date, time, and location for the four board meetings for the following year will be determined by the executive board at the last meeting of the preceding year.
 - b. The meetings will be centrally located within the district
 - c. The meetings will be held within two weeks prior to the annual district dance, when possible. (It is suggested these meetings be held on Sunday afternoon when it does not conflict with other district or state business.)
 - d. The district will provide payment for any costs incidental to those meetings.
11. At the November meeting determination will be made as to whether or not to have a District or Benefit dance the following year.
- a. Upon determination of the above information, the district secretary will mail this information to the district callers and cuers as soon as possible, and the calling staff will be limited to these **DISTRICT** callers/cuers.
 - b. The district dance will be hosted by the West Central District.
 - c. Each club member of the district attending the district dance is to bring one finger food to be served for refreshments.
 - d. Securing the hall, decorating, table, beverages, and clean-up committees will be the Host's responsibility. Hall rental and callers are the responsibility of the district. All proceeds generated at the annual district dance will go to the district treasury. All other clubs in West Central District will be expected to help with responsibilities of the dance.
 - e. All square and round dancers attending the dance will pay the door donation. The following dignitaries will be admitted without charge: state president, state first vice-president, state second vice-president, state third vice-president, state secretary, state treasurer, state immediate past president, Doin's editor, Doin's advertising, Doin's subscriptions, state insurance coordinator, district presidents, and Kansas City Heart of America president.
 - f. The club hosting the annual district dance will select the Master of Ceremonies from the list of District Callers/Cuers. The Caller/Cuer selected must be a West Central District caller. If more than one club requests to host the annual district dance, club names will be put into a box and one club drawn out; that club will host the district dance.
 - 1. District Callers/Cuers - - any person designated by a West Central District club as club caller or club cuer, or as associate club caller or associate club cuer in their information provided to the district secretary for the current year.

2. Honorary District Caller/Cuer - - any caller or cuer who has been a district caller/cuer but is no longer a club caller/cuer, and is voted in by the West Central District. The caller/cuer shall be allowed to call/cue at district dances, but not eligible to be a master of ceremonies.
 - g. The Master of Ceremonies will be responsible for the following:
 1. Sound equipment
 2. One pre-announced plus tip (caller for this tip to be his/her choice if he/she does not wish to call it himself/herself).
 3. Scheduling all district callers/cuers and announcement time.
 - h. The Host may designate a color and/or theme for the dance. If so, they shall notify the district president at least four months in advance and include this information on promotional materials.
12. All member clubs should abide by these banner stealing rules:
- a. Banners may be taken from home club only.
 - b. A minimum of four couples are required to claim a banner. Retrieving couples should represent only the club with which they signed in.
 - c. If the host club has your banner, an additional four couples are required to claim the host's banner.
 - d. Callers/cuers may assist their club members ONLY if they are badge carrying members of said club.
 - e. Any visiting club with four couples shall be given a banner (or equivalent) upon request.
 - f. An officer of the host club must be informed during the dance prior to claiming the banner.
 - g. Host travel banner CAN NOT be taken at advertised special events.
 - h. Visitors may retrieve banners at special events.
 - i. Banners held 12 months may be retrieved by home clubs with a minimum of one couple without regard to rules a-h above.
 - j. It is requested that all members realize that BANNERS are to promote visitation and fun within our square dance/round dance organization, and ARE NOT a source of argument and displeasure. Each district may have different rules.
13. This constitution and bylaws shall be reviewed each year by a committee appointed by the President at the beginning of the year.

These working rules (bylaws) were updated, voted on and approved at the general membership meeting of the West Central District held on August 2, 2015.