

Folk, Round, and Square Dance  
Federation of North Carolina

# Constitution

## Article I—Name

Section 1. This organization shall be known as the Folk, Round, and Square Dance Federation of North Carolina.

## Article II—Objectives

Section 1. The aims and objectives of this organization are as follows:

1. The encouragement and enjoyment of international folk, round, and square dancing and its related arts and promotion of a spirit of friendship and understanding.
2. To provide for and conduct, if possible, festivals in which all may participate.
3. To encourage research in authentic dance forms and to make available recognized patterns of folk, round, and square dances.
4. To assist in the formation and development of folk, round, and square dance groups which such assistance is requested or desired.
5. To encourage among folk, round, and square dance groups mutual cooperation and exchange of dance techniques, instructors and leaders.
6. To compile and maintain a directory of all member groups that may be interested in the purpose of this organization.
7. To abide by the United Square Dancers of America (USDA) By-Laws in order to provide consistency in promoting square dancing.

## Article III—Membership

Section 1. Membership in this Federation shall consist of those persons meeting the requirements as provided hereinafter or the By-Laws.

## Article IV—Officers

Section 1. The officers of the Federation shall be a President, a Vice President, a Secretary and a Treasurer, and their spouses as honorary participants with suitable badge if they so desire.

Section 2. Officers shall be elected by the member groups as provided in the By-Laws. The Executive Board shall have the power to fill vacancies in any of the said offices which occur between elections.

**Section 3.** Officers shall be elected at the fourth quarterly Council Meeting for a period of one year beginning January 1 of the new year and terminating December 31st of the same year.

#### **Article V—Executive Board**

**Section 1.** There shall be an Executive Board consisting of the four officers, the immediate Past President, chairpersons of the standing committees, and Regional Directors.

#### **Article VI—Council Section**

**Section 1.** The Executive Board, two representatives maximum for each participating folk, round, and square dance group, selected in such manner as each group shall determine and properly identified to the Council so that when these representatives vote on Council matters they can be recognized as being official representatives and each is eligible to vote, and such Chairperson of special committees as may be deemed as necessary by the Executive Board shall constitute the Council.

#### **Article VII—Committees**

**Section 1.** The President, with the approval of the continuing members of the Executive Board\*, shall appoint, for the same term of office as the President, Chairpersons and members for the following committees and positions: Publicity and Public Relations, Research and Planning, Constitution and By-laws, Publications, Square Dance Program, Round Dance Program, Line Dance Program, Federation Charity Ball, Membership, Education, State Convention, Chaplain, Parliamentarian, and Historian, and their spouses as honorary participants, appropriate badges shall be provided for all appointees.

\*continuing members of the Executive Board are defined as the incoming Vice-President, Secretary, Treasurer, Immediate Past President and the Chairpersons of the Federation Charity Ball and State Convention Committees, the latter two being multi-year appointments.

**Section 2.** The President shall appoint a Nominating Committee consisting of three Federation members, none of whom shall be a presently elected officer.

**Section 3.** The President shall appoint Regional Directors, none of whom shall be a presently elected officer, for the same term of office as the President. The Regional Directors shall be selected one from each of the Regions into which the state shall be divided by the Executive Board.

**Section 4.** Such other committees may be appointed by the President as may be deemed necessary in the interest of the Federation.

#### **Article VIII—Amendments**

**Section 1.**

- (a) The constitution may be amended by a two-thirds majority of member groups voting, provided that a ballot of proposed changes, additions, and/or deletions has been mailed to each member group entitled to vote, at least six full weeks prior to the next Council meeting. The Secretary shall mail a ballot, along with an envelope marked to allow authentication, to each member group entitled to vote and each member group will cast one vote for each issue, returning to ballot, in the marked envelope, to the Secretary prior to the next Federation meeting.
- (b) Ballots not returned by the date specified will be an abstained vote. Abstained votes will be voted by the President.

**Section 2.** A Counting Committee shall be appointed by the President and shall consist of five (5) members, none of whom were members of the Constitution and By-laws Committee that year, and two (2) of whom shall be members of the Executive Board. These latter two (2) members shall act as overseer and assist with the counting. Ballots shall be authenticated, using the marked envelope identification, counted and recorded. When complete and verified correct by the entire committee, the results shall be reported to the President who will announce the meeting.

Revised May 20, 2017 - supersedes and replaces all prior changes and revisions to this document.

**Folk, Round, and Square Dance  
Federation of North Carolina**

**By - Laws**

**Article I—Membership**

**Section 1.** Membership in the Federation shall be designated as Individual, Institutional, Group and Associate. The Federation is for the people of North Carolina with the exception of those persons residing in neighboring states and belonging to clubs within North Carolina.

**Section 2.** Individual Membership shall consist of square/round dance callers/cuers/teachers, and others not affiliated with regular, or organized square/round dance groups, but who are interested primarily in folk, round, and square dancing and the related arts.

**Section 3.** Institutional Membership shall consist of schools, colleges, playgrounds, YMCA, YWCA, and other institutions conducting folk, round, and square dance classes or sponsoring such activities as part of their program.

**Section 4.** Group Membership shall consist of any organized adult group consisting of eight or more persons interested in folk, round, and square dancing, and the related arts. Such groups may not be operated primarily for profit. Callers/cuers/teachers for Group Members shall hold automatic affiliation with the Federation. In the event that the Member Group either removes itself from affiliation with the Federation, or is removed from affiliation by a vote of the Federation, or in event that Member Group ends its affiliation with the caller/cuer/teacher, said caller/cuer/teacher may apply for membership status of Individual Membership, under the provisions of Article I Section 2 of the By-laws.

**Section 5.** Associate Membership shall be any person or group not qualifying under Sections 2, 3, or 4 who is interested primarily in folk, round, and square dancing and the related arts, and/or the principles and aims of the Federation.

**Section 6.** Annual dues, as set by the Council, shall be due and payable on October 1 of each year, for the ensuing calendar year. Dues for a new member joining after October 1 shall be prorated on a quarterly basis.

**Section 7.** Additional funds, if required, shall be raised by an assessment. A request for an assessment, with complete details, shall be submitted in writing at a regular Council Meeting. A two-thirds majority of the Council members present and voting shall be required for approval, which approval will be binding on all member groups.

**Section 8.** Any member who fails to pay annual dues by December 31st shall be automatically removed from membership in the Federation, but may be restored to full membership upon full payment of dues for the current year. During the period of suspension, however, persons shall forfeit all rights and privileges of membership.

**Section 9.** All applications for membership shall be submitted in proper form to the Membership Committee, who will investigate and confirm the qualifications of the applicant(s).

## **Article II—Duties of Officers**

**Section 1.** The duties of the officers shall be those common to the respective office held.

**Section 2.** The President of the Federation shall act as presiding officer of the Executive Board and the Council.

**Section 3.** The Vice President shall, in the absence of the President, act as presiding officer of the Executive Board and the Council. He/She shall serve as Chairperson of the Hall of Fame and Golden Slipper Awards Committee. He/She shall perform such other duties as are assigned by the Executive Board and/or Council, or delegated by the President.

**Section 4.** The Secretary will be responsible for keeping the records of the business of the Organization and for sending proper notices of all meetings to those who should receive them, and shall perform other duties referred to him or her from time to time by the President, Executive Board, and the Council.

**Section 5.** The Treasurer shall receive and hold all funds of the Federation and shall disburse funds only as authorized by the Executive Board and/or Council.

## **Article III—Duties of the Executive Board**

**Section 1.** It shall be the duty of the Executive Board to carry out the instructions of the Council, and to take official action between meetings of the Council.

**Section 2.** It shall be the duty of each of the Regional Directors to coordinate communications and other activities between the Federation and the clubs in their respective regions. The Regional Directors are expected to visit on regular basis the Federation clubs in their regions to achieve this objective. The Regional Directors are also expected to visit non-Federation clubs and attempt to bring them into membership.

**Section 3.** Any vacancies of Chairpersons or members of standing or special committees occurring during the year shall be filled by appointment by the President with the approval of the Executive Board. Any vacancies in elected-officer positions occurring during the year shall be filled by appointment by the Executive Board with the approval of the Council. The person(s) thus appointed shall hold office for the unexpired term or until a successor is elected and qualified through a regular election.

## **Article IV—Duties of the Council**

**Section 1.** It shall be the duty of the Council to carry out the business of the Federation. It shall

have referred to it all matters pertaining to policy and legislation.

**Section 2.** The Council may delegate such duties as it may deem necessary and advisable to the Executive Board with power to act.

#### **Article V—Duties of the Committees**

**Section 1.** The Membership Committee shall be particularly responsible to implement the objectives of the Federation. They shall encourage qualified groups and persons in the folk, round, and square dancing fields to apply for membership in the Federation, and proceed as outlined in Article I, Section 9 of the By-laws when applications are received. When applicants are approved by the Council, the committee shall forward names and addresses of the new members to the Secretary, and dues received to the Treasurer. Rejected applicants should be notified and given the reason(s) for rejection.

**Section 2.** The Nominating Committee shall prepare a slate of officers as provided hereinafter under Article VI, "Nomination and Election Procedure."

**Section 3.** The Publicity and Public Relations Committee shall promote the Federation, its aims and objectives, and shall publicize folk, round, and square dancing in North Carolina in general. It shall also perform other duties as directed by the Council.

**Section 4.** The Research and Planning Committee shall conduct studies and enlist interest in and support research and planning projects and submit adequate reports on subjects requested by the Council. It shall receive applications for and assign Federation Festivals to clubs so applying, when they are found to be qualified to act as host for a Festival. The Council will supply guidelines to the committees for this action.

**Section 5.** The Constitution and By-laws Committee shall make recommendations for amendment revision of the Federation Constitution and By-laws when deemed necessary. Also, the Committee shall interpret the Constitution and By-laws when deemed necessary.

**Section 6.** The Publications Committee shall edit all publications of the Federation.

**Section 7.** Special Committees may be set up from time to time and shall perform such duties as directed by the President and Executive Board.

**Section 8.** The Square Dance Program Committee is responsible for administering the means necessary to carry out the objectives of the Federation, insofar as dancing is concerned. The Square Dance Program Committee shall schedule/program the dance portions of all quarterly Federation Festivals. The Committee shall be responsible for distributing the quarterly dance program for such Federation Festivals to the Callers/Cuers/Line Dance Prompters on the program and also to the elected officers.

#### **Section 9.**

- (a) The Round Dance Program Committee is responsible for administering the means necessary to carry out the objectives of the Federation, insofar as round dancing is concerned. The committee shall present the available round dance cuers to the Square Dance Program Committee in time to be included in the program.

- (b) The Line Dance/Contra Program Committee is responsible for administering the means necessary to carry out the objectives of the Federation, insofar as line/contra dancing is concerned. The committee shall present the available line dance/contra prompters to the Square Dance Program Committee in time to be included in the program.

**Section 10.**

- (a) The Federation Charity Ball Committee shall consist of three members (a chairperson appointed by the President for a 3-year term, a co-chairperson also appointed by the President, and the Vice-President of the Federation) plus area dance chairperson appointed by the Charity Ball chairperson. The Committee shall coordinate with the regional coordinators for the Charity Ball to be held no later than November 1. Dances shall be arranged in sufficient number of geographical locations to cover the state. The charity shall be selected at the fourth quarterly Council Meeting. Nothing herein shall preclude a particular charity from continuing participation from year to year, nor prevent the Federation from changing its designation at any regularly scheduled Council Meeting.
- (b) Designated charity must be an IRS section code 501(c)(3) charity and a recognized national or state organization.
- (c) Charities submitted for a change in designation must be presented to the Executive Board along with the research and reports on the charity, including their by-laws.

**Section 11.** The Chaplain shall perform all duties common to the office, especially opening each Executive Board and/or Council Meeting with prayer for Divine guidance.

**Section 12.** The Hall of Fame and Golden Slipper Awards Committee shall consist of six members appointed by the President, each to serve a three year term. The President shall appoint two new members each year in order to maintain years experience. Membership shall consist of two (2) Callers, two (2) Cuers and two (2) Dancers. Efforts should be made to insure that membership appointments to this Committee serve to maintain geographic balance of representation. The Vice-President shall serve as the Chairperson of this committee. The Committee will accept applications, with life resume, from Group Members, recommending a caller or a cuer for the Hall of Fame Award, and one dancing couple for the Golden Slipper Award. Each year, the Committee shall select from the applications one candidate for each award (but under extraordinary circumstances, may recommend to the Executive Board two candidates for either award, in which event, the Executive Board will decide whether one or both candidates should receive the award). Selected candidates' names shall be kept secret until announced at the State Convention, with awards to be presented at the night's Festival. The Council will supply guidelines to the Committee as to how their selections are to be made.

**Section 13.** The Parliamentarian shall perform all duties common to the office, assisting the presiding officer of the Executive Board and/or Council Meeting in interpreting rules or order using "Robert's Rules of Order" where the Constitution or By-laws of the Federation do not specifically apply.

**Section 14.**

- (a) The State Convention Committee shall be responsible for conducting each year, on the third Saturday in August and the preceding Friday a State Convention for the

- Folk, Round, and Square Dance Federation of North Carolina. The Convention Committee shall consist of a Chairperson appointed by the Federation President for a term of three (3) years.
- (b) The other committee members will be appointed by the Chairman of the State Convention with Presidential approval.
  - (c) The President of the Folk, Round, and Square Dance Federation of North Carolina, Federation Square Dance Programmer, Federation Round Dance Programmer, and Federation Line Dance Programmer shall serve as ex-officio members of the State Convention Committee. Terms of the Chairperson and all appointed members of the Committee shall expire on September 1, of the appropriate year. Committee Chairperson and all regular members of the committee may be replaced during their term by the Federation President, with the approval of the Council, sitting in regular session. Appointment of the Committee Chairperson shall be made in accordance with Article VII, Section 1, of the Constitution of the Folk, Round, and Square Dance Federation of North Carolina.
  - (d) The Convention shall be held at a location in North Carolina, to be determined by the Convention Committee, with the advance approval of the Federation President. The Committee shall consider geographical location, quality of facilities, and need of dancers (i.e. housing, air conditioning, dance floor, food availability, etc.) as factors in making the site selection.
  - (e) State Convention Qualifications
    - a. Callers, cuers, line dance leaders, and contra prompters for the Convention shall consist of Federated callers, cuers, line dance leaders and contra prompters (i.e., those calling for Federated member clubs) or are members of the North Carolina Callers Association.
    - b. Non-Federated callers, cuers, line dance leaders, and contra prompters who have registered for the Convention at least 30 days prior to the Convention date, regardless of residence, may be given consideration to participate in the schedule program for the Convention. Callers should be full members of their respective state sanctioning organization.
    - c. All callers, cuers, line dance leaders, and contra prompters must be licensed by BMI/ASCAP.

The Convention Committee shall be empowered to established all necessary operation, procedures to include, but not be limited to, ticket prices, program content, program format, and the program schedule. The Federation President and/or the Federation Executive Board may request a change in the Convention program schedule to facilitate the conducting of Federation business matters. The Convention Committee shall be empowered to established such bank accounts as necessary to ensure the efficient operation of the Convention Committee, shall at all times maintain complete and accurate records of all monetary matters relating to the convention, and shall provide a full financial report of each year's operation for inclusion in the next Promenade issue. The Federation President, or a vote by the Council sitting in regular session, may request financial records at such time as they may deem necessary.

Recipients of the Hall of Fame or Golden Slipper Awards shall be admitted to the Convention at no charge.

**Section 15.** The Historian shall collect and maintain Federation archives consisting of documents such as minutes, copies of the Promenade and other memorabilia deemed significant. The



Historian shall also maintain the “Badge Board” depicting Federation members.

## **Article VI—Nominating and Election Procedure**

**Section 1.** The Nominating Committee shall prepare a slate of officers and submit it to the President at least one week prior to, and for action by the Executive Board, in their Meeting prior to the third quarterly Council Meeting. Only one nominee each for President, Vice-President, Secretary, and Treasurer shall be listed.

The Executive Board shall check that the proposed candidates are properly qualified and have agreed to serve if elected, and then present the slate to the Council at their third quarterly meeting. When the slate has been approved by the Council, an opportunity shall be made available for any further nominations from the floor.

To be eligible for nomination, candidates must be regular members, in good standing for the past year, must have served faithfully for at least one year (two years for the presidential office) in some capacity on the Council, and taken an active part in attending and acting upon that body's deliberations. No person shall be nominated by the Committee without first securing that person's consent; no individual shall be nominated for more than one office each year.

**Section 2.** In the event that no nominations are received from the floor, no further action shall be required. Nomination is then tantamount to election at the fourth quarterly meeting of the Council. The Secretary shall be instructed to cast one ballot for all four officers at the meeting.

**Section 3.** In the event that further nominations are made from the floor, the Secretary shall prepare and mail to all member groups entitled to vote, not later than six (6) weeks prior to the fourth quarterly meeting of the Council, a copy of the complete slate of officers proposed, along with a photo and resume of each candidate as supplied by the candidates. The resume should be approximately 100-150 words in length and, if the photographs are not received in time by the Secretary for preparation and mailing, the photographs may be eliminated from the ballot.

**Section 4.** The Secretary shall send to each member group a ballot, along with the resume of officers running. Each member group will cast one vote for each office and return to the Secretary before the fourth quarterly meeting of the Council.

**Section 5.** A Counting Committee shall be appointed by the President and shall consist of five (5) members, none of whom were members of the Nominating Committee that year, and two (2) of whom shall be members of the Executive Board. These latter two (2) members shall act as over-seer and assist with the counting. Ballots shall be authenticated, using the marked envelope identification, counted and recorded. When complete and verified correct by the entire Committee, the results shall be reported to the President who will announce them to the meeting.

**Section 6.** The person receiving the largest number of votes for each office shall be elected. Ties will be broken by an immediate re-vote by the Council.

## **Article VII---Meetings**

**Section 1.** The Council shall meet quarterly. The months for the Federation Dances shall be the third Saturday in February, May, August, and the fourth meeting date is open to availability.

**Section 2.** Two-thirds of the Council members present and voting shall constitute a quorum for the transaction of business of the Federation. At least seven members of the Executive Board shall constitute a quorum, provided that at least two of the seven are elected officers.

**Section 3.** Special meetings of the Council may be called by the President or upon written request of the members.

**Section 4.** Meetings of the Executive Board shall be at the call of the President or upon request of seven members of the Board, two of whom shall be elected officers.

**Section 5.** Meetings of groups of members with special interest may be called by the President and presided over by him or her. Regional meetings may be called at the members' discretion.

**Section 6.** All parliamentary business not covered by the Constitution and By-laws of the Federation shall be governed by "Roberts Rules of Order."

## **Article VIII---Amendments**

### **Section 1.**

- (a) The By-laws may be amended by a two-thirds majority of member groups voting, provided that a ballot of proposed changes, additions, and/or deletions has been mailed to each member group, entitled to vote, at least six (6) full weeks prior to the next council meeting. The Secretary shall mail a ballot, along with an envelope marked to allow authentication, to each member group entitled to vote and each member group will cast one (1) vote for each issue, returning the ballot, in the marked envelope, to the Secretary prior to the next Federation meeting.
- (b) Ballots not returned by the date specified will be an abstained vote. Abstained votes will be voted by the President.

**Section 2.** A Counting Committee shall be appointed by the President and shall consist of five (5) members, none of whom were members of the Nominating Committee that year, and two (2) of whom shall be members of the Executive Board. These later two (2) members shall act as overseer and assist with the counting. Ballots shall be authenticated, using the marked envelope identification, counted and recorded. When complete and verified correct by the entire committee, the results shall be reported to the President who will announce them to the meeting.

## **Article IX---Qualifications**

### **Section 1.**

- (a) Callers, cuers and line dance/two step/contra instructors for all quarterly Federation dances shall consist of Federated callers, cuers, line dance/two step/contra instructors.
- (b) State Convention qualifications are defined under Article V, Section 14 of the Folk, Round, and Square Dance Federation of North Carolina By-Laws.
- (c) All callers cuers, line dance leaders, and contra prompters must be licensed by BMI/ASCAP.
- (d) At the discretion of the Executive Board, an out of state featured caller could be hired for one quarterly dance per calendar year, excluding the State Convention. The out of state caller must be licensed by BMI/ASCAP.

## **Article X---Dissolution**

### **Section 1.**

- (a) No part of the organization's assets or net earnings may inure to the benefit of any individual. This does not preclude the payment of reasonable amounts for goods or services provided to the organization.
- (b) Upon dissolution, the assets of the organization shall be distributed to another nonprofit organization that is exempt under section 501(c)(3) of the Internal Revenue Code.
- (c) The organization shall not, as a substantial part of its activities, carry on propaganda or otherwise attempt to influence legislation, except to the extent permitted by section 501(h) of the Internal Revenue Code, nor shall it participate to any extent in any political campaign for or against any candidate for public office.

Amended May 20, 2017 - supersedes and replaces all prior changes and revisions to this document.