

**FOLK, ROUND AND SQUARE DANCE FEDERATION OF NORTH CAROLIA
CONSTITUTION**

ARTICLE I – NAME

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

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.

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 November Council Meeting for a period of one year beginning January 1st 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 Presidents, chairpersons of the standing committees, and four Regional Directors.

ARTICLE VI - COUNCIL

- 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 representative 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, 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 Boards 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 four 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 four 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. 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.
- 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.

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 1st of each year, For the ensuing calendar year. Dues for a new member joining after October 1st 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 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.

ARTICLE I – MEMBERSHIP (continued)

- Section 9. All applications for membership shall be submitted in proper form to the Membership Committee, who will investigate and confirm that the qualifications of the applicant(s) conform to the requirements of the By-Laws. They will then recommend approval or Rejection of the applicant(s) to the next regular Council meeting. Membership may be approved or rejected by a simple majority of the Council members present.
- Section 10. Only Group Members in good standing shall have the right to vote or hold office.

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 four 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 maters 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 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 shall publicize folk, round and square dancing in North Carolina in general, and shall 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 square dancing is concerned. The Square Dance Program Committee shall schedule/program and chair the square dance portions of all Quarterly Federation Festivals. The Committee shall be responsible for printing the square and round and program for such Federation Festival.

ARTICLE V - DUTIES OF COMMITTEES (continued)

- Section 9. 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 schedule/program the round dance portions of all Quarterly Federation Festivals, and shall present the round dance schedule to the Square Dance Program Committee in time to be included in the printed program.
- Section 10. 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 set up and arrange all details for the Charity Ball to be on the last Saturday in September. Dances shall be arranged in sufficient number of geographical locations to cover the state. The charity shall be selected at the November 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. The Federation President with the approval of the other elected officers may change The Chairperson of the Charity Ball.
- 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 August 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 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.

ARTICLE V - DUTIES OF COMMITTEES (continued)

Section 14. 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, four (4) members (appointed by the Federation President for terms of two (2) years each), and two (2) members (appointed by the Convention Committee Chairperson for terms of two (2) years each). The President of the Folk, Round and Square Dance Federation of North Carolina, Federation Square Dance Programmer, Federation Round Dance Programmer, and President of the North Carolina Callers Association 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.

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, need or dancers (i.e. housing, air conditioning, dance floor, food availability, etc.) as factors in making the site selection.

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) and non-Federated callers, cuers, line dance leaders and contra prompters who are members of the North Carolina Callers Association and residents of North Carolina. All Callers, Cuers, and Line Dance/Two Step/Contra instructors must be licensed by ASCAP/BMI.

The Convention Committee shall be empowered to establish 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 establish such bank accounts as necessary to ensure the efficient operation of the Convention Committee, shall at all times maintain complete the 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 November *Promenade*.

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 of Golden Slipper Awards shall be admitted to the Convention at no charge.

ARTICLE V - DUTIES OF COMMITTEES (continued)

- 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.
- Section 16. The Education Committee shall provide an educational program at the State Convention As well as educational sessions at the November, February and May Federation Dances. These latter sessions should be devoted to educational activities aimed at helping the Clubs and improving square dancing in North Carolina. A workshop for new and/or Prospective club officers should be held at the November Federation dance.

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 bgy the Executive Board in their Meeting prior to the August Council Meeting. Only one nominee each for President, Vice-President, Secretary, and Treasurer shall be listed.
- The Executive Board shall check the proposed candidates are properly qualified and have agreed to serve if elected, and then present the slate to the Council at their August 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 November 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 November 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 November meeting.

ARTICLE VI - NOMINATING AND ELECTION PROCEDURE (continued)

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

ARTICLE VII

- Section 1. The Council shall meet quarterly. The months for the Federation Dances shall be February, May, August, and November, and the day will be the third Saturday.
- 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

- Section 1. 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.

ARTICLE VIII (continued)

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

Section 1. Callers, Cuers, and Line Dance/Two Step/Contra instructors for all quarterly Federation dances and State Convention shall consist of Federated callers, cuers, line dance/two step/contra instructors that call for a club that is a member of The Folk, Round and Square Dance Federation of North Carolina, Inc. All Callers, Cuers, and Line Dance/Two Step/Contra instructors must be licensed by ASCAP/BMI. If a caller, cuer, line dance/two step/contra instructor become inactive, he/she has three years to start calling for A Federated club or he/she will be ineligible to call at the quarterly Federation dances or State Convention.

Section 2. To be eligible to call at the quarterly Federation dances or State Convention as an Associate Caller, a caller must meet all of the following:

- (1) Have a Federated club list the caller as their Associate caller in the *Promenade*.
- (2) Attend minimum of 50% of their club dances.
- (3) Call a minimum of one tip 50% of the club dances the Associate attends.
- (4) When the club caller is not available, the Associate is asked to substitute for the caller.
- (5) Call a minimum of four, two-hour club-type dances per year, where the Associate is the main caller.
- (6) Associate callers must have a Federated caller as a sponsor during the Associate member status. Sponsors must sign the caller's card for the Associate member to be able to call at a Federated dance.

From the date an Associate is listed in the Promenade as an Associate Caller, he/she has three years to become a caller for a Federated Club or the Associate will be dropped from the Associate Caller status. Associate Callers can re-apply after six months if they demonstrate progress towards becoming a full-time caller.

Amended May, 2004