

## Constitution and Bylaws

Connecticut Association of Square Dance Clubs, Inc. **CASDC**

*Rev. 09-01-01*

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## **Introduction to CASDC**

The acronym CASDC stands for the Connecticut Association of Square Dance Clubs, Inc. We are an Association of clubs which desires to improve and perpetuate Square Dancing.

The Association had a rather humble beginning in October, 1964. A group of officers and presidents from various area square dance clubs gathered in West Haven to discuss Square Dance problems. A simple set of Bylaws was drawn up, adopted and officers were elected. The Missions are stated in these Bylaws. Delegate meetings are held at least six times a year. Flyers are exchanged and a printed listing of member club dances, for the ensuing month are distributed.

CASDC becomes the focal point when any member club encounters problems. The problem may be represented at CASDC with the delegates attempting to come up with a solution. If a member club is in trouble, help must be asked for before advice can be given by the delegates. It must be remembered that CASDC is not a cure all Association. We do not dictate nor dominate. We attempt to show the way with suggestions. Our major weapon is communication by means of exchanging ideas, flyers and information.

It must be noted that no one group or person can ever have complete control of the meetings or the Association. Our Bylaw's provide a simple method of operation. Our desire is to work with the various Square Dance organizations to bring Square Dancing to everyone and keep it a clean and entertaining form of entertainment.

The Association known as CASDC has without a doubt helped Square Dancing, brought a good many clubs together and, on a whole, has been the deciding factor in some clubs being in existence today.

Time is given by all concerned in order to run the Association, time which is not paid for, but donated. Most of us who have seen the Association grow from just an idea, have not desired to obtain a thing out of it. Each club that joins should realize that the dues per year is spent for the publicity each month. Member clubs receive calendars, exchange flyers at the meetings and can publicize dances.

Meetings are open to all interested parties. The dates and place are listed in the monthly calendar.

## **Duties of The CASDC Delegate**

Your job is an important one, for you are responsible for information being exchanged between your club, CASDC and member clubs. You are now the spokesperson for your club and square dance friends. Their ideas and complaints should be recorded and presented at the regular CASDC meeting.

As a CASDC delegate, your responsibilities are

1. Read over the Constitution, Bylaws and Handbook so you will understand the responsibilities of CASDC member clubs.
2. You or your alternate are responsible for your club's representation at all CASDC meetings. Bring your club flyers to CASDC for distribution. You are responsible for all club/CASDC organizational commitments which are assigned to you, the delegate.
3. See to it that your club and executive board receive a complete report on all CASDC activities. Distribute flyers and calendars to your club members.
4. You should be sure either you or your club has a copy of the CASDC Handbook and Delegate's badge. If not, check with the CASDC Coordinator.
5. Wear your CASDC Delegate badge at all square dance functions.
6. At the end of your term, give the CASDC Handbook and Delegate badge, with any other information that might be helpful, to your club's new delegate.

Special emphasis must be placed on the important part the delegates play in the accomplishment of the CASDC objectives and the benefits each member club obtains from its membership. It is only through the delegates that the Association will attain its maximum usefulness.

A delegate can enlighten themselves by becoming familiar with every objective of CASDC and be able to bring up club problems which the Association can study and discuss. You should participate in committees and/or other work groups with your ideas and suggestions. The growth of the Association depends largely on you, the delegate. The Association is for you and your club.

# Constitution

## Article I –Name

- A. The name of this organization shall be Connecticut Association of Square Dance Clubs, Inc.
- B. The Association shall conduct its business under the name of CASDC.
- C. The Association was incorporated in 1970, as a non-profit organization under the laws of the State of Connecticut.

## Article II –Mission

- A. To promote Square Dancing.
- B. To promote friendliness, cooperation and communication among CASDC member clubs and other regional and national Square Dance organizations.
- C. To discuss Square Dance problems and exchange ideas.
- D. To serve as a clearing house for area activities.
- E. To provide publications for listing square dances sponsored by CASDC member clubs.

## Article III -Membership and Representation

- A. Full membership shall be by Club and shall be open to clubs in Connecticut and fringe areas of nearby states that are non-profit, run by officers elected by its membership, governed by Bylaws, hold at least eight (8) regularly scheduled dances per year in eight (8) separate months, have a membership of at least eight (8) qualified dancers and have been organized and dancing for at least eight (8) months.
  1. Application for membership must be by letter accompanied by a copy of the Club's Bylaws, CASDC annual dues and be submitted to the CASDC Coordinator.
  2. Any club whose membership in CASDC is forfeited or terminated may reapply after one (1) year and only on the same basis as any new club.
  3. Full membership includes CASDC voting privileges.
- B. Membership is forfeited when a club fails to pay its dues. Notification of forfeiture must be sent to the club in writing.
  1. Membership may be terminated if a club fails to be represented at at least four (4) CASDC meetings during a CASDC year, or if a club fails to hold at least eight (8) dances in a CASDC year; such dances must be listed on the monthly CASDC listing and be held in eight (8) separate months. Any action taken in these cases must be on recommendation of the Executive Board.
  2. A Club may be dropped from CASDC membership for improper conduct if so recommended by the Executive Board and approved by 3 of the delegates present and voting at a regular CASDC meeting.
  3. [Added 1997] Associate membership may be applied for by a club or group of dancers which does not fit all the requirements listed in III-A above. Requirements which must be met by any club or group seeking associate membership are listed on page 10. Associate membership shall be approved by 3/4 of the delegates present at the regular C./ASDC meeting. Associate members shall have no voting privileges. Caller-run clubs/groups may apply for associate membership. [Added 2001] Round-dance clubs or cuer-run round-dance groups may also apply for associate membership.
- C. A Delegate and Alternate are to be selected by each club (1 vote per club).
  1. The term should be from the Annual meeting to the next Annual Meeting of CASDC.

2. A delegate may represent two (2) clubs, maximum, providing the delegate is a member of both clubs. The delegate can only cast one (1) vote, representing one of the clubs. The other club may send in a proxy vote, in writing, with the delegate. This proxy vote should be signed by the President of that club.
- D. Associate membership may be applied for by a club which doesn't fit all the requirements in Article III –A Associate membership should be approved by 3/4ths of the delegates present and voting at the regular CASDC meeting. Associate membership will have no voting privileges.
- E. Teen Clubs -The requirements shall be the same as stated in Section A., B., and C. of Article III except for minimum number of dances. Teen Clubs must hold four (4) dances minimum per year, in four (4) separate months.
- F. Special needs clubs would be welcomed into CASDC. Their qualifications will be defined and approved by the Executive Board.
- G. Caller run clubs may apply for associate membership.
- H. [Added 2001] Round-dance clubs or cuer run round-dance groups may also apply for associate membership

#### **Article IV –Meetings**

- A. There shall be a minimum of six (6) regularly scheduled meetings each CASDC year held on dates determined by the Executive Board. A quorum for any CASDC meeting shall consist of representatives from greater than fifty percent (50%) of the member clubs.
- B. Special meetings may be called by the President and must be called on written request of four (4) clubs, such request to be submitted to the Secretary and President of CAS DC. Notice of a special meeting must be sent to all delegates at least ten (10) days before the date of the meeting.
- C. Any voting required to be taken by CASDC should be taken with at least sixty percent (60/0) of the member clubs voting, either present or by proxy.
- D. The last meeting of the business year shall be the Annual Meeting.

#### **Article V -Officers and Elections**

- A. The elected officers shall be President, Vice President, Secretary, Treasurer and Coordinator. These officers shall be elected by the delegates (1 vote per club) at the CASDC meeting before the Annual Meeting, and take offices as the last item of business at the Annual Meeting. All officers must be members in good standing in a CASDC club. Officers are elected for one (1) year at a time.
  1. The slate of officers shall be presented by the Nominating Committee two (2) months prior to the Annual Meeting, the election to take place one (1) month before the Annual Meeting, when nominations may be made from the floor providing the person nominated is willing to take the office. Any office vacated after election shall be filled by an appointment made by the Executive Board for the unexpired term.
  2. No officer is entitled to vote on any question before a CASDC meeting unless that person is acting as the delegate for his or her club.
- B. The President shall preside at all meetings of CASDC, shall be Chairperson of the Executive Board, shall be Ex-officio me-member of all committees except the Nominating Committee, and shall appoint all committees.
- C. The Vice President, in the absence of the President, shall perform the duties of that office and shall keep all records relating to the CASDC Visitation Program.

- D. The Secretary shall keep accurate records of all CASDC meetings and activities of the Executive Board, shall keep an accurate roster of CASDC member clubs, their President and delegates, and shall record meetings to all delegates, shall handle all correspondence and shall, at the President's request, notify members of the Executive Board of its meetings.
- E.
- F. The Treasurer shall collect all moneys, keep an accurate account of the same, and disburse them on approval of the Executive Board or by vote of the delegates at a CASDC meeting, and shall act as Treasurer of all committees chaired by CASDC. Any article sold by CASDC to dancers or to member clubs shall be in the charge of the Treasurer or a special committee of which he/she is a member.
- G. The Coordinator shall act as an intermediary between CASDC member clubs and/or other organizations, shall check on CASDC clubs having trouble maintaining CASDC membership requirements and shall report all such activities to the Executive Board. The Coordinator shall be responsible for all CASDC property issued to CASDC member clubs such as banners, badges and handbooks, keeping a record of the disbursement of these items, and shall endeavor to retrieve such CASDC property if a club ceases to be a member. The Coordinator shall be one of the CASDC members on the Cooperation Committee and shall keep a book on club's special dances and issue a list of Blastoff Dances and Calico Balls.

#### **Article VI -Board and Committees**

- A. The Executive Board shall be composed of all elected officers, the immediate past President and the Standing Committee Chairpersons. The term of office begins as soon as the elected officers are installed and Committee Chairpersons appointed.
  - 1. The duties of the Executive Board include organizing the business of CASDC for orderly presentation at meetings, to consider all applications for membership and to make a firm recommendation to a CASDC meeting, to consider and act on all matters referred to it by the membership of CASDC, to consider and act on situations affecting the welfare of CASDC or its member clubs.
  - 2. Meetings shall be held as the need arises but at least one (1) every three (3) months. A quorum shall consist of, at least, fifty percent (50%) of the members of the Executive Board.
- B. Standing Committees shall be the Dance Listing, Publicity, Hospitality, Cooperation, Festival and Special Projects.
  - 1. The Dance Listing Committee shall produce or have produced the monthly calendar of CASDC member clubs' dances and other listings of special events that may be required.
  - 2. The Publicity Committee shall promote publicity for CASDC sponsored events and may, at a club's request, assist the club in its publicity efforts.
  - 3. The Hospitality Committee shall be in charge of coffee at CASDC meetings, supervise that part of any meeting where food is brought in and refreshments served and be responsible for maintaining the coffee fund (if there is one).
  - 4. The Cooperation Committee shall consist of up to five (5) people (the Coordinator must be one of the five) to represent CASDC at periodic meetings attended by similar representatives from the Callers and Cuers organizations. Together, it is known as the Connecticut Co-Op Committee. The purpose is to provide a means of communication among the three major Square Dance organizations in the state and to reach amicable solutions to problems referred to it that involve CASDC and CASDC member clubs.
  - 5. The Festival Committee refers to those who represent CASDC in organizing and carrying out the annual Connecticut Square and Round Dance Festival in cooperation with other organizations such as the Connecticut Callers and Cuers Associations. The Festival Chairperson shall be appointed by the CASDC President.

6. Special Projects Committee shall be formed to handle activities not currently being handled by any of the Standing Committees and which are temporary in nature.

C. Special Committees may be appointed by the President as the need arises.

1. At least one month before the Annual Meeting, the President shall appoint a Committee of one (1) to audit the books of the Treasurer.
2. A Nominating Committee of one (1) to three (3) shall be appointed, at least, four (4) months before the Annual meeting, by the President, with advice of the Executive Board. This Committee shall bring a complete slate of prospective officers to the CASDC meeting, two (2) months prior to the Annual Meeting.

#### **Article VII – Dues**

- A. Necessary operating expenses shall be defrayed by fund-raising events and/or dues or donations.
- B. The CASDC year shall be determined by an Executive Board. Dues are payable January 1. The amount will be determined by an Executive Board and approved by CASDC member clubs.

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

- A. Amendments to the Constitution and Bylaws must be presented in writing to each delegate and read at one meeting and acted upon at the next. An Amendment shall be declared adopted if approved by sixty percent (60%) of the member clubs, present or by proxy. Amendments and changes to the Constitution and Bylaws are not retroactive.

#### **Article IX -Rules of Order**

- A. *Robert's Rules of Order*, revised, shall govern a meeting's procedures.

# **Bylaws**

## **A. Elections**

1. A Nominating committee is appointed at the February meeting of CASDC.
2. The Nominating Committee will report to CASDC at the April meeting on a possible slate of officers.
3. Election of officers takes place at the May CASDC meeting.
4. New officers take over at the end of the June CASDC meeting.

## **B. Terms of Officers**

1. The President may only run for two (2) consecutive terms.
2. All other officers: Vice President, Treasurer, Secretary and Coordinator may run indefinitely, if they wish to.

## **C. Business**

1. The CASDC Business year is from July 1st to June 30th.
2. The Annual Meeting is to be held in June.
3. The CASDC fiscal year is from July 1st to June 30th.
4. The club's Annual Report is due at the September CASDC meeting.
5. Dues for each club is \$25.00 per year and due at the January CASDC meeting.
6. A club will be allowed a grace period to pay their dues. The grace period is until the March CASDC meeting.
7. A club not paying dues by the March CASDC meeting is subject to loss of membership, per the CASDC Constitution.

## **D. Travel Awards**

1. The Travel Contest year is from January 1st to December 31st each year.
2. A club earning twenty (20) or more Travel Certificates will be awarded a \$5.00 reduction in dues for that year.
3. A plaque for finishing first, in Travels, will be awarded at the Connecticut Festival. The plaque will have added to it the "Club Name" for the winning club of that year.

## **E. Other**

1. The refreshments at CASDC meetings will be paid for by the CASDC Treasury.
2. Callers and Cuers may advertise their workshops and single session dances at CASDC. Weekends or multiple daily dances may not be advertised.
3. Caller and cuer summer dance workshops and dances may be added to the July and August CASDC sheets only. Caller clubs that are associate members may have their dances and workshops appear on the CASDC sheet year-round. Caller or cuer weekends may not appear on the CASDC sheets.

## **Rule Governing CASDC Interclub Visitations**

### **A. Club-of-the-Year Award**

1. CASDC will award a Club-of-the-Year plaque to the club earning the most CASDC Travel Certificates during the contest year. In case of a tie, the plaque will be shared; i.e. April-August and September-January.
2. Awards will be determined by CASDC
3. CASDC will compile statistics to determine awards and indicate which clubs dance through the summer.
4. General Rules:
  - a The contest year is determined by an Executive Board.
  - b A club may receive a maximum of two (2) certificates per contest year from each CASDC member club visited; but, no limit is set on the number of certificates a club may earn in one night as long as the club is represented by a different qualified square at each dance.
  - c A certificate may be given out at any dance sponsored by the CASDC member club.

### **B. Eligibility to Compete**

1. A club must be a CASDC member.
2. A club disbanding after paying dues remains a valid host if it had dances during any four (4) months of the contest year and the club lists these dances on the CASDC dance listing sheet.
3. A Traveling Club, which does not offer dances, may not participate as a visiting club. This will not pertain to a club which suspends regular dance schedules for the summer months (June, July, August and possibly September).

### **C. Qualifying**

1. A visiting club:
  - a Must have paid CASDC dues.
  - b Must be attending a club sponsored dance advertised on a CASDC dance listing sheet and must advise the CASDC delegate or ranking officer of the host club that the visit is being made.
  - c Must have signed in a minimum of one square of the club's dancers who are wearing the club's badge and must not have already won more than two (2) travel certificates from that club during the current contest year.
2. The host club:
  - a Must have paid CASDC dues and must be holding a club dance listed on a CASDC dance listing sheet.
  - b Must award a visiting, qualified club with some evidence of its attendance. (e.g. CASDC Visitation Certificate or written IOU) bearing the name of the host club.

### **D. Procedures**

1. The CASDC Vice President will display monthly the results of all travels.
2. Certificates received are turned into the CASDC Vice President no later than one month after the completion of the contest. Certificates may be turned in monthly.

### **E. Class Visitations**

1. When a club's beginners class visits another CASDC member club's Blastoff Dance or Calico Ball with at least eight (8) dancers, they shall be awarded a CASDC visitation certificate. The eight (8) dancers can comprise eight (8) beginners or a combination of beginners and graduate dancers.

### **F. Banners**

1. Issuing of banners is at the club's discretion.

TO: C.A.S.D.C. DELEGATES (Add to your BY-LAWS)

RULES GOVERNING CASDC INTERCLUB VISITATIONS (ADOPTED 01-11-04)

A. CLUB OF THE YEAR AWARD.

1. CASDC will award a CLUB OF THE YEAR plaque to the Club earning the most CASDC Travel Certificates during the Contest Year. In case of a tie, the plaque will be shared: i.e. April -August and September through January.
2. Awards will be determined by CASDC.
3. CASDC will compile statistics to determine awards and indicate which Clubs dance through the summer.
4. General Rules:
  - a The Contest Year will be determined by the Executive Board.
  - b A Club may receive a maximum of two (2) Certificates per Contest Year from each CASDC member Club visited; but, no limit is set on the number of Certificates a Club may earn in one night as long as the Club is represented by a different qualified square at each dance.
  - c A Certificate may be given out at any dance sponsored by the CASDC member Club.
  - d The Executive Board may also award banners to the 1st, 2nd and 3rd place winners.

A-I ADDITIONAL CERTIFICATES

In addition to the above, Certificates shall be awarded as follows, subject to all other rules above and below:

1. A qualified Visitation to a CASDC Club of the Month dance shall be awarded an two Certificates; a qualified visitation to a CASDC advertised Student dance (Blast-off, Graduation or Calico Ball) shall be awarded one Certificate. Students shall count toward the required eight dancers at a Student dance. None of the above shall count toward the maximum two otherwise allowed.
2. Ribbon sales to the Conn. Festival, or its successor, shall be awarded one Certificate for each eight ribbons sold by a Club.
3. Attendance at a Special CASDC sponsored dance by one or more squares shall be awarded one certificate: if the CASDC dance is Club of the Month, Sect 1. above shall apply.

B. ELIGIBILITY TO COMPETE

1. A Club must be a CASDC member.
2. A Club disbanding after paying dues remains a valid host if it had dances during any four (4)months of the Contest Year and the Club lists these dances on the CASDC dance listing sheet.
3. A Traveling Club, which does not offer dances, may not participate as a visiting Club. This will not pertain to a Club which suspends regular dance schedules for the summer months (June, July, August and possibly September).

C. QUALIFYING

1. A Visiting Club
  - a Must have paid CASDC dues
  - b Must be attending a Club sponsored dance advertised on a CASDC dance listing sheet and must advise the CASDC delegate or ranking officer of the host Club that the visit is being made.
  - c Must have signed in minimum of one square of the Club's dancers who are wearing the Club's badge, and must not have already won more than two (2) Travel Certificates from that Club during the current contest year.  
(NOTE: see Sect. A-I above.)
2. The host Club:
  - a Must award a visiting qualified Club with some evidence of its attendance (e.g. CASDC Visitation Certificate or written IOU) bearing the name of the host Club.
  - b Must have paid CASDC dues and must be holding a Club dance listed on a CASDC dance listing sheet.

D. PROCEDURES

1. The CASDC Vice President will display monthly the results of all travels.
2. Certificates received are turned into the CASDC Vice President no later than one month after the completion of the contest. Certificates may be turned in monthly.

E. BANNERS.

1. Issuing of banners is at the Club's discretion.

EXAMPLE

1 <sup>st</sup> Visit to one Club	1 Cert.		
2 <sup>nd</sup> visit	1 Cert.		
Club of the Month Visit	2 Cert.		
Blast-off	1 Cert.		
Calico Ball	1 Cert.	MAXIMUM	6 Certs.

NOTE:

In 2005, it was voted that if a Club was awarded a second Club of Month, both would count for double Certificates.

## **Qualifications for Full CASDC Membership**

- A. Club must have a minimum of eight (8) dancers and have held regularly scheduled dances for at least eight (8) months prior to becoming a CASDC member.
- B. Club must have regularly scheduled dances at least once a month, eight (8) months of the year.
- C. Bylaws must provide for election of officers by general club membership.
- D. Bylaws must indicate the club is a self-governing one, not operated for the benefit of an individual or a particular group of people.
- E. Club Bylaws and annual CASDC dues must be submitted with a letter of intent to the CASDC Coordinator.
- F. Any club not qualifying for Full membership may apply for an Associate membership. When those qualifications for Full membership are achieved, the associate member club may apply for full membership. Associate members have no voting privileges.