

**THE ILLINOIS FEDERATION OF SQUARE AND ROUND DANCE CLUBS  
CONSTITUTION**

PREAMBLE: The members of this organization are banded together in a spirit of friendliness and good fellowship to share the pleasures of square and round dancing. In order that the organization may function smoothly as a group for the benefit of all, the following Constitution is herewith established.

**ARTICLE I  
NAME**

The name of this organization shall be THE ILLINOIS FEDERATION OF SQUARE AND ROUND DANCE CLUBS.

**ARTICLE II  
PURPOSE**

The purpose of this organization shall be:

1. To promote and maintain the highest square and round dance standards.
2. To assist in the organization of square and round dance clubs.
3. To assist in the development of callers and music, and maintain information regarding same.
4. To promote an Annual Square and Round Dance Festival.
5. To see that any and all information for the benefit of the membership and the Promotion of the purpose of this organization is distributed to its members.

**ARTICLE III  
MEMBERSHIP**

Any square or round dance club may become a member of this organization upon meeting the qualifications as provided in Article II of the bylaws and upon the payment of annual dues.

**ARTICLE IV  
OFFICERS**

Section 1. OFFICERS. The officers of this organization shall be President, Vice-President, Secretary, and Treasurer and shall be elected at the annual meeting of the Board of Directors, as provided in Article III of the bylaws.

Section 2. QUALIFICATION. At the time of their official election to an office, the officers of this organization shall be elected from the membership of the Federation's member clubs.

Section 3. TERMS OF OFFICERS. Each officer shall take office immediately following their election and serve for one year or until their successor is elected and qualified.

Section 4. DUTIES. Their duties shall be such as the pertain to these offices and as provided in Article IV of the bylaws.

**ARTICLE V**  
**BOARD OF DIRECTORS**

Section 1. MEMBERSHIP. The membership of the Board of Directors shall consist of two (2) delegates from the membership of each member club, except that a square or round caller/instructor may not serve as an officer.

Section 2. CHAIRMAN OF THE BOARD OF DIRECTORS. The president shall be chairman of the Board of Directors.

Section 3. TERM OF OFFICE. The term of office of all members of the Board of Director shall begin immediately following election by their member club.

Section 4. VACANCIES. In the event of a vacancy on the Board of Directors, it shall be the responsibility of the club having the vacancy to elect a new delegate to fill the unexpired term.

Section 5. A delegate must be a member of the club represented.

**ARTICLE VI**  
**MEETINGS**

Section 1. The Board of Directors of the ILLINOIS FEDERATION SQUARE AND ROUND DANCE CLUBS shall hold Two stated meetings during each calendar year and such additional called meetings as are prescribed in the Bylaws, Article VI.

Section 2. QUORUM An attendance of at least 33% of the membership shall be necessary for a quorum at any meeting of the Board of Directors.

**ARTICLE VII**  
**CONSTITUTION AMENDMENTS**

This constitution may be amended at any stated meeting of the Board of Directors of the Federation at which a quorum is present, provided the proposed amendment has been read at the meeting just previous, and that copies of the proposed amendment have been provided to all Delegates at least thirty days before such vote is to be taken.

**THE ILLINOIS FEDERATION OF SQUARE AND ROUND DANCE CLUBS  
BYLAWS**

**ARTICLE I  
RESTRICTIONS**

Section 1- This Federation at no time shall endorse or recommend any candidate for political office, nor shall politics or political candidates be discussed at the meeting. Also, no religious discussions shall be tolerated at the meeting.

Section 2 - No officer or member of this Federation shall use it as a means for furthering any personal, political, or other aspirations, nor shall the Federation, as a whole, take part in any movement not in keeping with the real purpose and objects of the Federation

**ARTICLE II  
MEMBERSHIP**

Section 1- ELIGIBILITY. Any open square or round dance club organized for the purpose of square or round dancing which meets regularly, at least once each month during at least seven months of each year, shall be eligible for membership in the ILLINOIS FEDERATION OF SQUARE and ROUND DANCE CLUBS provided:

a) Said club has a compliment of officers such as President, Vice-President, Secretary, Treasurer, and that said officers are elected at a stated business meeting by popular vote of some majority of the club's membership application.

b) The name of said club and names of its principal officers accompany their membership application.

Section 2- MEMBERSHIP APPLICATIONS

1. Any square or round dance club may apply for membership in the Illinois Federation of Square and Round Dance Clubs by presenting or mailing its request together with its credentials, qualifications, and a year's dues to the membership committee.

2. The membership committee shall, upon approval of the application, present same to the members of the Board of Directors at the next regularly scheduled board meeting for final acceptance or rejection.

Section 3. DUES

1. The annual dues for member clubs in this organization shall be set by the Board of Directors and shall be due and payable to the Treasurer of the Federation upon acceptance to the membership and on or before **APRIL 30th** of each year thereafter.

2. Any club delinquent over sixty days shall be dropped from membership after proper notification by the secretary. Such delinquent clubs may be reinstated after six months by payment of current dues rather than being treated as a new applicant.

Section 3. EXPULSION

1. The membership committee may, after due investigation, request the Board of Directors to drop from the Federation's membership any club whose conduct is not in accordance with the Constitution of the Federation.

### **ARTICLE III**

#### **Officers**

Section 1. ELECTIONS. At the annual meeting of the Board of Directors, the President shall conduct an election for all elective offices to be filled at that time. The Executive Committee (see Bylaws ARTICLE IV, Section 6) shall present a slate of officers and the Board of Directors shall vote those nominees and any other nominations made from the floor.

Section 2. MAJORITY REQUIRED FOR ELECTION. Election to office shall a majority of the Quorum present.

### **ARTICLE IV**

#### **DUTIES OF OFFICERS/OFFICER REPLACEMENT**

##### **Section 1. PRESIDENT**

1. The President shall be the Chief Executive Officer of this organization and shall:
  - a. Preside at all meetings and serve as chair of the Board of Directors.
  - b. Issue calls for regular and special meetings of the Board of Directors of the Federation.
  - c. Act as ex-officio member of all committees.
  - d. See that these committees function and that members cooperate with their respective chairs to accomplish committee objectives.
  - e. Call for regular committee reports.
  - f. Insure that regular elections are held in accordance with the Constitution and Bylaws.
2. The President may not initiate a motion but may call for a motion on any item under discussion.
3. If, for any reason, the President is unable to perform the duties of office, the Vice-President shall occupy the position and perform the duties having the same authority as the President.
4. The president will represent this organization at the SCISDA meetings or appoint a representative if unable to attend.

Section 2- SECRETARY. The Secretary shall be under the supervision and direction of the President and the Board of Directors and shall keep the general records of the organization. These records shall include the minutes of the Board of Directors meetings, committee appointments, and list of member clubs showing their officers, caller, and addresses. This list of clubs will be provided annually to the member clubs.

Section 3 -TREASURER. The Treasurer shall keep a detailed record of the Federation's receipts and disbursements and shall collect from member clubs and all others, all monies due the Federation. The Treasurer shall deposit same in a bank or banks recommended by the Board of Directors and shall pay out money only on the authority of the Board of Directors. All checks and vouchers must be signed by the Treasurer who shall prepare and submit periodic financial reports to the Board of Directors. The Treasurer shall give bond for the faithful discharge of the duties of office in such sum and with such sureties as may be paid out of funds of the Federation.

Section 4 - VICE-PRESIDENT. The Vice-President substitutes or succeeds for the President in case of absence or vacancy and shall, under direction of the President, oversee the functioning of such committees as the President may designate.

Section 5 - OFFICER REPLACEMENT. If for any reason the office of President shall become vacant, the Vice-President shall succeed in office. In the event of a vacancy in any other office, the Executive committee shall appoint a member of the Board of Directors to fill the unexpired term.

#### Section 6 - EXECUTIVE COMMITTEE

1. The Executive Committee of the Federation shall consist of the four immediate past presidents of the Federation.
2. It shall be the function of this committee to act in an advisory capacity to the current administration and to perform any other special duties enumerated by the Bylaws or Standing Rules.
3. If any of the four immediate past presidents are unable to serve, succeeding past presidents may be added to restore the committee to four.

### **ARTICLE V**

#### **POWERS AND DUTIES OF THE BOARD OF DIRECTORS**

Section 1- The duties of the Board of Directors shall be as follows:

1. The Board of Directors shall be responsible for the execution, through its officers, of the authorized policies of the organization.
2. It shall authorize all expenditures and shall not create any indebtedness beyond the income of the organization, nor distribute funds for purposes non-essential to the objectives of the Federation.
3. A majority vote of the Board of Directors shall govern, except where otherwise provided. The Board of Directors shall have the power to overrule or modify the action of any officer of the Federation.
4. It shall elect the officers of the organization from the membership of the Federation's member clubs.
5. It shall have books and accounts reviewed by the Financial Committee annually, or as often as needed.

6. It shall hold regular meetings.
7. It shall hold special meetings, when called or as provided in these Bylaws.
8. It shall designate bank or banks for the deposit of funds of the organization and invest the surplus funds.
9. It shall receive committee reports and recommendations.
10. It shall have the power to accept or expel member clubs in accordance with the provision of the Constitution and Bylaws.

**ARTICLE VI**  
FEDERATION MEETINGS AND DANCES

Section 1 –STATED MEETINGS. The stated meetings of the Board of Directors shall be held on a Sunday in October and in the month of May.

Section 2- CALLED MEETINGS. In addition to the two stated meetings of the Federation, the President may call such other meetings of the Board as necessary with such action being at the discretion of the President.

Section 3- ANNUAL MEETING. The May meeting of the Board of Directors shall be known as the Annual Meeting.

Section 4- At each stated meeting, the Board of Directors shall designate a time and place for the next stated meeting.

Section 5-MAY FESTIVAL

1. The Annual Square and Round Dance Festival, The May Festival, shall be held in May each year.

Section 6- FEDERATION DANCES. In addition to the Festival Dance, the Federation shall sponsor dance on a Sunday in October following the meeting in that month.

Section 7- All expenses of and monies received from any activity sponsored by the Federation become part of the Federation business.

**ARTICLE VII**  
FEDERATION CALLERS/CUERS

Section 1- FEDERATION CALLERS. A Federation Caller/Cuer is a Square Dance Caller or a Round Dance Cuer who teaches lessons for and/or who regularly calls or cues for a Federation club or one who has provided these services for a Federation club in the past.

Section 2- Only Federation Callers/Cuers may call at the Federation dances and at the Federation's May Festival.

Section 3- In the event that an adequate number of Federation callers or cuers are not available at Federation dances or the May Festival to fill the dance program needs, other callers and cuers who are not Federation Callers/Cuers may be added to the program as needed or desired.

**ARTICLE VIII**  
**BYLAW AMENDMENTS**

Section 1- The Bylaws may be amended at any stated or called meeting of the Board of Directors of the Federation at which a quorum is present, and by a two-thirds majority of those present, provided copies of the proposed amendment have been sent to all delegates at least 30 days previous to the time such vote is to be taken.

Section 2- These BYLAWS or any part thereof may be suspended by a motion from the floor at a stated meeting provided that (1) an emergency is declared by a majority of the delegates present and (2) it is for the good and welfare of the Federation.

**ILLINOIS FEDERATION OF**  
**SQUARE AND ROUND DANCE CLUBS**  
**STANDING RULES**

**ARTICLE I**  
**MEMBERSHIP DUES**

The annual dues for member clubs shall be \$15.00 and shall remain so until such time as the Board of Directors may elect to modify the fee from time to time in accordance with article II, Section 3 of the Bylaws.

**ARTICLE II**  
**FEDERATION MEETINGS**

Section 1-DATES. The date of the stated meeting in October shall be set at the May Annual meeting or another Federation meeting prior to the stated meeting at least one year prior to that stated meeting by a majority vote of the Board of Directors present. The May annual meeting date shall set at least one year prior to the stated meeting in accordance with the Standing Rule Article IV May Festival. This meeting date will approved by a majority vote of the Board of Directors present at the meeting.

Section 2- TIMES. The times of these meetings are as defined in the Bylaws, Article VI, Section 1 at 1:00 pm for the October meeting and at 9:00AM for the May Annual Meeting.

Section 3- ORDER OF BUSINESS. The following order of business shall be followed at the Federation Board of Directors stated meetings:

1. Pledge of allegiance and invocation.
2. Roll call and declaration of quorum.
3. Reading of preceding minutes.
4. Treasurer's report.
5. Report of committees.
6. Old business, new business.
7. For the good of State Wide Square and Round Dancing.
8. Motion for time and place of next meeting.

Section 4- The IFSRDC Constitution, By-Laws, and Standing Rules shall be reviewed every 5 years by a committee appointed by the president.

Section 5- The American flag shall be displayed at all Federation meetings and dances.

### **ARTICLE III**

#### **FEDERATION DANCES**

Section 1- DATES AND TIMES. The time of the (1) Federation dance is as defined by the Bylaws, Article VI, Section 6, 2:00 PM to 5:00 PM.

Section 2- FEES. The registration fee (donation) for each of these dances shall be set by the officers as the financial needs of the Federation dictate.

Section 3- PROGRAMMING. Federation dance programming shall provide for (2) round dances between each square dance tip.

### **ARTICLE IV**

#### **MAY FESTIVAL**

Section 1- DATE AND TIME

1. The Annual Square and Round Dance Festival, The May Festival, shall be held in the month of May each year, Bylaws Article VI, Section 5.
2. The Host Club (s) for the May Festival may at their election include activities on the preceding Friday evening.
3. Dance times are outlined in the attachment to these Standing Rules, Suggested May Festival Procedures.

Section 2- FEES. The fee structure (donation) for each May Festival will be recommended by the Federation Officers after consulting with the Host Club (s) and approved by the Board of Directors no later than the October meeting preceding the Festival.

### Section 3- MAY FESTIVAL FEATURED CALLER/CUER

1. The featured Square Dance Caller and Round Dance Cuer are to be secured three (3) years in advance if possible.
2. The committee making this selection composed of the current Federation President and the two (2) immediately preceding past presidents of the Federation, Bylaws Article IV, Section 1, Paragraph 3.
3. A contract specifying the hours and fee will be signed by the Caller/Cuer.
4. The featured Square Caller will call a one-hour workshop Saturday afternoon and a three-hour dance Saturday evening.
5. The featured Round Dance Cuer will instruct a two-hour workshop and provide a short exhibition during the dance.
6. The Executive Committee shall approve the reasonable fee necessary to secure the featured Caller/Cuer.

Section 4- PROCEDURE. A suggested procedure for host club(s) use is provided as an attachment to these Standing Rules. Suggested May Festival Procedures.

## **ARTICLE V**

### **HOST CLUB(S)**

#### Section 1- GENERAL RESPONSIBILITIES

1. Secure facilities adequately sized to accommodate Federation need for the meeting/dance or Festival/meeting dance to be hosted.
2. Provide details of costs, restrictions, insurance requirements, etc. when presenting their bid to the Board of Directors of the Federation.
3. Originate advertisements for the member clubs and other media to promote the dance or Festival.
4. Federation Callers/Cuers. Insure that all Federation Callers/Cuers who give their time in support May Festival are fairly and equitably included in the dance program. Do not charge Federation Callers/Cuers any admission fees (donations) to the May Festival or any dance.
5. Collect all fees and provide complete income expense record to Federation Treasurer as soon as possible.

Section 2- WORKING FUND. Host club (s) will be provided adequate working funds from the Federation Treasurer to prevent a financial strain on their club(s) treasury.

Section 3- FACILITY INSURANCE. The Federation will secure necessary insurance coverage for the hosted activities.

Section 4- COMPENSATION. Host club(s) will be compensated for their service to the Federation as follows:

1. May Festival. Twenty (20%) percent of net activity proceeds.
2. October Meeting and Dance. Twenty (20%) percent of net activity proceeds.

Section 5- BOOTH SALES host club(s) as space allows, may permit shops selling square and round dance related items to set up booths at the May Festival or other Federation dances. The host club(s) is responsible to fairly determine who is to be included within the space available. The price per booth shall be no more than \$25 nor less than \$15 per 100 square foot of space provided. The host club(s) is also responsible to determine if the owners/administrators of the facility in which the dance is to occur will permit such selling.

**ARTICLE VI**  
**STANDING RULE AMENDMENTS**

These Standing Rules may be amended at any stated or called meeting of the Board of Directors at which a quorum is present.