



*Revised January 12, 2014*

# **SUNCOAST CALLERS & CUERS ASSOCIATION CONSTITUTION**

## **ARTICLE I - NAME**

The name of this non-profit organization shall be "Suncoast Callers & Cuers Association". May be referred to as the association, SC & CA or SCCA.

## **ARTICLE II - AIM AND PURPOSE**

- A. The aims and purposes of this association shall be:
1. To encourage, foster and promote, square, round, line and contra dancing.
  2. To promote cordial relations among callers, cuers, leaders, dancers, and dance clubs and organizations, and to participate in and lend encouragement to activities that promote dancing.
  3. To offer training advice and encouragement to members.
  4. To provide scholarship assistance to members as stipulated in the by-laws.

## **ARTICLE III - STATUS**

- A. This organization shall be a non-profit organization, operated exclusively for the purposes specified in Article II above.
- B. Officers shall not receive any stated compensation for their services, *but officers and/or members may be reimbursed for approved expenses incurred on behalf of the organization.*
- C. Nothing herein shall constitute members of the organization as partners for any purpose. No member, officer or agent of this organization shall be responsible for acts or failure to act on the part of any other member, officer or agent. Nor shall any member, officer or agent be responsible for his acts or failure to act under these by-laws, excepting only his acts or omissions to act arising out of his willful malfeasance.
- D. The organization shall use its funds only to accomplish the purposes specified in Article I.

## ARTICLE IV - MEMBERSHIP

A. *A. Membership in the SCCA should be considered recognition of a caller's, cuer's or leader's continuing endeavor to reach a higher level of professional ability and evidence of the caller's cuer's or leader's commitment to continuing unselfish service to the square, round and traditional dance activity. Membership in the SCCA shall be open to all square dance callers, round dance cuers, line dance leaders and contra dance prompters who meet the membership qualifications and have the desire to join the SCCA. Membership in this organization shall consist of two classifications - active member and inactive member. In addition there shall be an honor known as "Life member" that may be bestowed upon a member for extraordinary service to the square, round, line and or contra dance activity over an extended period of time. Active members, except life members, shall pay the prescribed annual dues and be afforded all membership privileges. Inactive and Honorary members pay no dues and do not have voting privileges.*

B. Membership in this organization shall consist of two classifications - active member and inactive member. In addition there shall be an honor known as "Life member" that may be bestowed upon a member for extraordinary service to the square and/or round dance activity over an extended period of time. Active members, except active life members, shall pay the prescribed annual dues and be afforded all membership privileges. Inactive members pay no dues and do not have voting privileges.

C. *Qualifications for membership: A person is qualified for active membership after the applicant can show evidence of successful completion of at least one of the following:*

- 1. more than twenty-four (24) hours of professionally recognized caller, cuer or prompter education, or*
- 2. a minimum of six months of apprenticeship under the guidance of an experienced caller, cuer or leader or*
- 3. calling or cueing a minimum of twelve dances or classes in the immediately preceding twelve month period.*

## ARTICLE V - MANAGEMENT

Management of this association shall be vested in an Executive Committee, consisting of the President, Vice-President, Secretary and Treasurer. *The Executive Committee shall have the authority and duty to act on behalf of the members between meetings of members. Action taken by the executive committee between meetings of members shall be reported and made part of the minutes at the next member meeting and shall be subject to a vote of approval by the members. Members may rescind action of the Executive Committee only by a vote of more than two-thirds of the members present and voting at the membership meeting immediately following Executive Committee action.*

## ARTICLE VI - MEETINGS AND FISCAL YEAR

A. Regular general meetings of the association shall be held as defined in the standing orders. Special meetings of the executive committee or the general membership may be called at the discretion of the President *or a majority of the Executive Committee*. Meetings shall be held at such place and time as the executive committee shall determine.

B. A quorum at general meetings shall consist of the full active members present. All association business requiring a vote of the membership, unless otherwise specifically stated, shall be conducted by majority vote of the quorum.

C. The fiscal year of the association shall begin on the first (1) day of June.

## **ARTICLE VII - AMENDMENTS**

A. Full members of this association may propose amendments to this constitution. Such proposed amendments shall be reproduced and copies shall be sent by electronic mail or USPS mail to all members of this association at least two (2) weeks prior to the next meeting of the association. Notice shall be given that the amendments shall be acted upon at that time.

B. Amendments to this constitution shall require a minimum of two thirds (2/3) vote of full members present and voting at a regular meeting.

## **ARTICLE VIII - DISSOLUTION**

In the event of the dissolution or other termination of this association, any assets remaining over and above all liabilities, shall be converted to cash by the executive committee and such cash shall be disbursed to such group(s) or association(s) as shall, in the opinion of the executive committee, be best qualified to use the funds for the furtherance of the square/round dance movement in the west coast area of the state of Florida.

## **ARTICLE IX – MEMBERSHIP**

A. Nominations:

1. The president shall appoint a nominating committee of three (3) full members in good standing sixty (60) days prior to the election meeting as defined in the standing orders

2. The nominating committee shall present a slate of at least one (1) person for each available office at the election meeting.

3. Nominations shall be open from the floor for each office

4. The officers of the association shall be elected by the full members of the association at the election meeting. The President and Treasurer shall hold office for a term of two (2) years. The President and Treasurer shall be elected on alternate years. The Vice President and Secretary shall hold office for a term of one (1) year. Any officer may succeed him/herself in that office. The term of office for all officers shall commence immediately upon election and continue until the next election. Elections of officers shall be by majority vote.

a. At the election of officers in 2010, the first conducted under this change, the Treasurer shall be elected for a term of one (1) year and the President shall be elected for a term of two (2) years. Subsequent elections shall be as stated above.

5. In the event of a vacancy in any office, except president, the executive committee shall be empowered to fill the vacancy for the remainder of the term. In the event the office of president is vacated the vice-president will ascend to the presidency. This appointment will not prevent the appointee from being elected to any office the following year.

## **ARTICLE X - ADOPTION**

Upon adoption of this constitution, it shall become effective immediately.

## **SECTION I -**

### **DUES**

1. Full membership dues shall be an amount determined by the executive committee and approved by a quorum at a regular meeting.
2. Associate members' dues shall be the same as full members' dues.
3. Any member who has not paid his dues before the conclusion of the October meeting shall have his/her membership canceled and the member is subject to the re-instatement fee as explained in Section VI of these by-laws.

## **SECTION II - DUTIES OF OFFICERS AND EXECUTIVE COMMITTEE**

1. The Executive Committee, consisting of the President, Vice-President, Secretary and Treasurer shall be charged with the general management of the affairs of this association.
2. The executive committee shall constitute an agency for the transaction of interim business between meetings) of this association and shall perform such additional functions as may be authorized by this association. The Executive Committee may meet for the purpose of conducting interim business in person or by electronic methods. The affirmative vote of three members of the Executive Committee is required for approval of any action at interim meetings. The record of the interim meeting including the vote of each committee member present must be entered into the record of the next meeting of the association.
3. The duties of the President shall be; to guide, direct, control and coordinate all functions and activities of the association, its officers and committees.
4. The duties of the Vice-President shall be; to assist the President in routine matters and to act in place of the President in case of the President's absence.
5. The duties of the Secretary shall be to maintain a record of the meetings, including Executive Committee meetings, the membership and other records as directed. He/she shall notify members of the meetings of the association.
6. The Treasurer shall be responsible for all financial affairs of the association and shall keep complete and accurate records of such affairs. He/she shall render financial reports to the association. He/she shall receive all income from the association. An audit shall be made of the records of the outgoing treasurer within 30 days after the expiration of his/her term of office. The Treasurer shall be an authorized signatory for disbursing funds of the association.

## **SECTION III - HANDLING OF FUNDS**

1. No member shall incur any bill, commitment, obligation or liability on the part of the association without prior approval of a quorum at a regular meeting, except the Treasurer with the approval of the Executive Committee. The Executive Committee may, by resolution, authorize reimbursement of expenses incurred in the performance of a members duty or authorized responsibility..

2. A bank account shall be maintained by the Treasurer in such bank as the Executive committee shall designate. All funds shall be deposited in the association's bank account monthly. The Treasurer shall render full financial reports at each meeting of the association and the monthly bank statement shall be presented to the presiding officer for inspection at each meeting. The President is empowered to sign checks to meet association obligations in emergency situations. The Executive committee shall determine when an emergency situation exists.

3. The Executive committee may, at its discretion, require the Treasurer to execute a warranty bond in such amount as the committee shall determine, but the premium on such bond shall be paid by the association.

4. No officer, committee chairman, supervisor, recorder or other member of the association shall receive compensation for services rendered to the association.

#### **SECTION IV - DUTIES OF COMMITTEES**

It shall be the duty of all committees to promptly and efficiently accomplish the tasks and assignments for which they are established.

#### **SECTION V - CODE OF ETHICS**

When an application for full or associate membership is accepted, the applicant automatically pledges to accept and practice the following code of ethics.

1. Conduct themselves as professionals at all dance functions.
2. Promote good fellowship between callers, cuers, teachers and dancers.
3. Help beginner dancers, callers, cuers, instructors and specialists in any way possible.
4. Maintain a friendly, cooperative and professional attitude toward other cuers, teachers and callers.
5. Cooperate with the association and other callers, cuers, instructors and specialists in the free exchange of calls, cues, dance material and other helpful ideas.
6. Maintain a good reputation for personal honor and integrity.
7. Keep scheduled engagements.
8. Abstain completely from the use of narcotics and refrain from the use of intoxicating liquors before and during a dance function.
9. Participate as fully as possible in all functions of the association, especially the association dances.
10. As a member of a professional organization, continue to meet the qualifications of a fully active member or voluntarily accept "inactive" full member status.
11. The member will observe and adhere to copyright laws regarding the acquisition and use of music. The member agrees to maintain the proper music license for the commercial use of music.

#### **SECTION VI - DISCIPLINE**

1. Any member of the association may have his/her membership cancelled or revoked for reasons of moral turpitude, failure to comply with the code of ethics, or any other just cause by a two thirds (2/3) vote of the members present attending a special meeting of the association for discipline.

2. Any person who has had his membership revoked or has resigned for any reason other than non-payment of dues shall not be eligible to re-apply for membership before one (1) year following the date of revocation or resignation.

3. Any person whose membership has been cancelled, revoked or has resigned must re-apply through the membership chairman as outlined in Article IV of the constitution. Upon re-acceptance, the member will pay a re-instatement fee equal to one half (1/2) annual dues plus the current amount

of dues.

4. Upon written application, the Executive Committee may, at its discretion, grant a leave of absence to any member and suspend all dues against this member during such leave of absence.

5. Any member who is dismissed from this association will be required to forfeit his association badge, this badge being the property of the Suncoast Callers & Cuers Association. Further he/she shall not be allowed to hereafter participate in the association activities.

#### **SECTION VII - AMENDMENT TO THE BY-LAWS**

By-Laws shall be amended in the same form and by the same process as for the amendments to the constitution as provided under Article VII of the constitution of this association.

#### **SECTION VIII - STANDING COMMITTEES**

1. The following standing committees are in effect:

a. Membership: The chairperson is automatically the immediate past president. The Committee is charged with:

1. *screening* all new applications for membership and to stipulate to the Executive Committee, following receipt of application, whether the applicant meets the qualifications of Article IV of the constitution.

2. *keeping* the association informed of each applicant's status as to Article IV of the constitution.

#### **SECTION IX - SCHOLARSHIP ASSISTANCE**

1. The amount of the assistance grant shall be thirty five percent (35%) of the tuition charged for the training. (Meals, Accommodations, travel, etc. shall not be considered in the tuition.)

2. Applicants shall have been a member of this association for six (6) months immediately prior to attending the training, during which time he/she should have been calling on a weekly basis.

3. Assistance grant recipients must agree to remain as participating member of this association for at least one (1) year. A recipient who, in the opinion of the Executive Committee, does not comply with this paragraph, shall be required to reimburse the amount of assistance paid by the SC&CA.

4. Application may be made prior to the attendance of training but payment will not be made until a certificate of completion or other acceptable proof of attendance is presented.

#### **SECTION X - BADGES**

The association will furnish each member and spouse with a badge. The badge is purchased by the association and shall remain the property of the association. If a member should leave the association for any reason except to retire from active calling or to move his/her residence from the State of Florida, the badge must be returned to the association.

#### **SECTION XI – RULES OF ORDER**

The rules contained in the current edition of "Robert's Rules of Order, newly Revised" shall govern the SC & CA in all cases to which they are applicable and in which they are not inconsistent with the By-Laws and any special rules of order the SC & CA may adopt.

#### **STANDING**

## ORDERS

1. Standing orders may be rescinded, amended, revised or supplemented by a majority vote of voting members present at any meeting. Unless or until a standing order is rescinded, amended, revised or supplemented, it is considered to be in full effect.
2. Attendance at a regular or caller's educational meetings of this association is a duty as well as a privilege. If any member shall miss more than six (6) consecutive meetings, his/her membership shall be canceled at the discretion of the executive committee. The secretary shall keep the attendance of all members and shall advise the Executive Committee of the absence of any such member for six (6) or more consecutive meetings. Any member who has prior calling commitments shall notify any of the elected officers of such commitments.
3. Copies of the minutes of each meeting shall be mailed by electronic mail to each member with the notice of the next meeting date, time and place at least one (1) week prior to such meeting.
4. Each member is to receive of a copy of this Constitution and By-Laws. Sent by USPS or electronic mail.
5. Regular meetings will be held quarterly on a date determined by the board excepting the months of June, July and August. Elections shall be held at the regular meeting for the month of May.
6. Badges and Bars: Active members badge will consist of the standard association badge.
7. Lay guests shall not be allowed at any Executive Committee or regular meeting of this association unless prior approval is granted by the President.
8. Voting in this association is vested in active members, meeting the requirements in Article IV, Paragraph 8 of the constitution.
9. The current President of the West Coast Square and Round Dance Association shall be an honorary member of the Suncoast Callers & Cuers Association.
10. Procedure for Membership Committee:
  - A. Application for membership with the appropriate fee received by any members is delivered to the Membership Committee chairman within five days of receipt.
  - B. Membership Committee chairman forwards the application fee to SCCA treasurer within five days of receipt of application and fee.
  - C. Within ten days the Membership Committee chairman contacts the SCCA sponsors of the applicant requesting evidence of the sponsors' knowledge of the applicant's professional credentials and ability and requesting a recommendation from each sponsor preferably in writing. (Writing shall be destroyed when process is completed.)
  - D. Membership committee reviews the evidence qualifying the applicant for membership and makes a recommendation to the SCCA membership. Membership votes to issue an invitation to become a member pending demonstration of calling/cueing ability to membership.
  - E. Applicant is invited to attend the next regularly scheduled meeting of the SCCA to demonstrate calling or cueing ability live before the SCCA membership. Or applicant is invited to call at the beginner's ball or some other SCCA sponsored event...or a West Coast Square & Round Dance Association dance where two SCCA members (not including sponsors) are in attendance.
11. All active members of the SCCA who are active in the profession must present a copy or show the

Secretary of the SCCA of their ASCAP/BMI license by May of each year.

## 12. SUNCOAST CALLERS & CUERS ASSOCIATION SCHOLARSHIPS

**PURPOSE:** To establish procedures to allot scholarships under the provisions of Section IX of the By Laws of the Suncoast Callers & Cuers Association.

**DEFINITION:** A scholarship may be awarded for attendance at an accredited caller's school, round dance clinic or any extended course for the purpose of furthering the education of the caller or cuer.

1. One scholarship per year per person will be considered for award.
2. Number of scholarships awarded will be determined by the funds available in the treasury.
3. Scholarships for the same individual will not be awarded in consecutive years unless there are no other applicants and the Executive Board approves the consecutive award.

### APPLICATION PROCEEDURE:

1. Any Caller, Cuer, Leader or Prompter in good standing in this association may apply in letter form in accordance with the By Laws Section IX.
  - a. Applicants must qualify for the scholarship in accordance with the By Laws Section IX, paragraphs 2, 3 and 4.
2. Application will be submitted to the President of the SC & CA.

### APPROVAL PROCEEDURE:

1. The President receives the application and presents it to the Executive Board for review.
2. The Executive Board will confirm that sufficient funds are available to award the scholarship.
3. The Executive Board will review the application and verify that the school meets the criteria for the scholarship, the proof of attendance and the cost of the tuition is attached.
4. Review of the application is favorable for approval the Executive Board can award the scholarship in accordance with Section IX, paragraph 1 of the By Laws.