

Tallahassee Community Friends of Old Time Dance -- Constitution and Bylaws

as of December, 1990, to be amended 1/11/97

Article I: **General.**

(1) The Tallahassee Community Friends of Old Time Dance is an association of people dedicated to the enjoyment, preservation and study of American traditional and historic dance, music and song. The association aspires to promote contacts and facilitate communication among dancers, singers, musicians and all those interested in these traditions; and to encourage local groups wishing to foster them. It welcomes as members all who wish to support the objectives of the association and further its programs.

(2) In this document the "Tallahassee Community Friends of Old Time Dance" will be referred to as the "Friends".

(3) This "Constitution and Bylaws", adopted by the members of the Friends, describes the manner in which the business of the Friends is conducted and sets forth the necessary organizational details.

Article II: **Objectives.**

(1) To promote the knowledge, and encourage the practice of, our heritage of traditional and historic folk dances, songs, and music with special emphasis on American traditions;

(2) To study, to research, and to preserve this heritage;

(3) To organize, foster, and support classes, schools, lectures, concerts, demonstrations, festivals, community dance evenings, and other events which will encourage participation and enjoyment of this heritage;

(4) To train teachers, musicians and leaders in these traditions;

(5) To encourage and support the establishment of organizations interested in these objectives;

(6) To assemble and maintain a library of materials related to traditional and historic folk dance, song and music;

(7) To publish materials which will help to achieve these objectives;

(8) To engage in promotional activities to publicize the aims and work of the Friends;

(9) To support the work and objectives of the Friends by seeking and receiving gifts and grants of all kinds.

Article III: Members.

(1) All persons subscribing to the objectives of the Friends are eligible to become members. They become members upon payment of dues.

(2) All members are entitled to receive notices of, and attend, general membership meetings of the Friends. Members are entitled to cast one vote at such meetings or by mail ballot.

(3) Dues and classes of membership shall be set by the Executive Committee.

(4) Membership in the Friends lapses on failure to pay dues after reasonable notice. The Executive Committee may, at its discretion, terminate the membership of any person at any time by returning the dues for the current year.

(5) The list of members is open to inspection by any member of the Friends at any reasonable time.

Article IV: General Membership.

(1) The General Membership is the governing body of the Friends and elects the members of the Executive Committee.

(2) There shall be at least one meeting per year of the General Membership at a time set by the Executive Committee.

(3) The Executive Committee may call other General Membership meetings and shall do so upon a request in writing, signed by no fewer than five percent of the members in good standing stating the purpose of the proposed meeting. The Executive Committee determines the time and place of special meetings, such time to be within two months of the presentation of the request.

(4) One month's notice of all meetings shall be given by the Secretary to all members.

(5) The quorum for transaction of business is twenty-five percent of the General Membership.

(6) Between meetings of the General Membership, all its powers and duties are delegated to the Executive Committee except that of the termination of any group affiliations.

Article V: Executive Committee.

(1) The Executive Committee acts for the General Membership between General Membership meetings and has all its powers and duties except those expressly reserved to the General Membership by Article IV, Section (6).

(2) The Executive Committee consist of nine TO ELEVEN members-at-large each with one vote, who are elected by the General Membership for 2-year terms.

(3) Any Executive Committee member who fails to attend 3 consecutive meetings may be deemed to have resigned from the Executive Committee. The Executive Committee may appoint persons to fill vacancies within itself from the General Membership, such appointees to serve until the next General Meeting.

(4) The quorum for the transaction of business is five. A MAJORITY OF THE MEMBERS.

(5) The Executive Committee shall hold at least one meeting quarterly, or as often as they deem necessary. The President may call additional meetings and shall call a special meeting at the written request of any five (5) of the General Members.

(6) The officers of the Friends are elected by the Executive Committee from among its members.

(7) The officers are the President, the Vice-President, the Secretary and the Treasurer. Each is responsible for the duties listed, but may delegate the actual performance.

(8) The President presides at meetings of the General Membership and of the Executive Committee. The President is the official representative of the Friends in conducting its general affairs and promoting its objectives. The President reports annually to the General Membership on the state of the Friends.

(9) The Vice-President aids in the performance of the duties of the President. The Vice-President performs the duties of the President in the absence of, or at the request of, the President.

(10) The Secretary keeps minutes of all meetings of the General Membership and the Executive Committee; circulates notices of meetings; circulates notices to the membership; supervises elections and records the returns. The Secretary maintains a list of the members and carries on any official correspondence.

(11) The Treasurer is official custodian of the funds of the Friends, acts as its disbursing officer, and keeps records of all receipts and disbursements. The Treasurer prepares and submits periodic financial statements to the Executive Committee and a complete annual financial report to the General Membership.

(12) No individual shall hold more than one office concurrently.

Article VI: **Elections.**

(1) Any member in good standing is eligible to serve on the Executive Committee. Nominations shall be solicited by the Executive Committee in

the notice of the General Membership Meeting. Nominations will be accepted to and at the General Membership Meeting.

(2) Elections for five (5) members-at-large shall be held in even numbered years. Elections for the remaining ~~four~~(4) members-at-large shall be held in odd-numbered years.

(3) Elections for members-at-large will be held at the yearly General Membership meeting.

(4) Newly elected members-at-large will take office at the first meeting of the Executive Committee after their election.

(5) All candidates must assent to their nomination.

(6) A candidate will be elected by a simple majority at the yearly General Membership meeting.

(7) The ballot will be secret. No absentee ballots.

(8) Members-at-large may be removed from the Executive Committee by calling a General Membership Meeting and voting with a simple majority to do so. At such time, the balloting procedure will be the same as in Section (7) of this article.

Article VII: **Meeting Procedures.**

(1) All meetings of the Friends shall be conducted in a spirit of cooperation. Should questions or disputes as to procedure arise, they shall be settled by reference to the most recent available edition of Robert's Rules of Order.

(2) Meetings of the Executive Committee are open to all members of the Friends; such visitors have no vote but are entitled to speak.

Article VIII: **Finances**

(1) The income and property of the Friends shall be used solely for promotion of the objectives set forth in Article II, and not for the profit of any individual. No member of the Executive Committee shall prevent the payment of reasonable remuneration to any individual in return for services actually rendered.

(2) In the event of complete liquidation of the Friends all funds and other property shall be used in a manner consistent with the objectives set forth in Article II, or transferred to a non-profit organization with similar or compatible objectives.

(3) The Friends' fiscal year ends on May 31 or such other date as the Executive Committee may determine.

(4) The Treasurer's records are open to inspection by any member of the Friends at any reasonable time.

Article IX: **Amendments.**

- (1) Amendments to the Constitution and Bylaws may be proposed by the Executive Committee or by five percent of the General Membership.
- (2) Amendments proposed by the membership shall be considered by the Executive Committee.
- (3) Any proposed amendment shall be submitted to the Friends at the next General Membership Meeting.
- (4) An amendment is adopted if a majority of the members present at the General Membership Meeting are in favor of the proposal.

Article X: **Effective Date.**

The effective date of this Constitution and Bylaws is ~~December, 1990.~~
January 11, 1997.