

**CONSTITUTION & BYLAWS and STANDING RULES
BIRMINGHAM SQUARE DANCE ASSOCIATION, INC**

CONSTITUTION

ARTICLE I – Name

- (a) The name of the organization shall be the Birmingham Square Dance Association, Incorporated, hereinafter referred to as the BSDA.
- (b) The incorporation of this association by the officers and club representatives under date of March 12, 1967, filed for record March 25, 1967, recorded in REEL 389, pages 550-566, in the office of the Judge of Probate of Jefferson County, Alabama is hereby approved, adopted, and made a permanent part of the BSDA Constitution.

ARTICLE II – Object

The object of this organization shall be to promote square and round dancing and to maintain the highest square dancing standards.

ARTICLE III – ORGANIZATION

- Section 1. All business of the BSDA shall be conducted by a Governing Board made up of one representative from each affiliated club. Each affiliated club at the time of the selection of their BSDA representative shall submit to the BSDA Recording Secretary a list including the selected BSDA representative and alternate(s). Each club shall have one vote and one person shall represent only one club. A quorum shall be required for the conducting of any business. A quorum shall be a majority of the Governing Board membership.
- Section 2. Voting shall be by voice or show of hands, except that at the request of any member of the Governing Board, voting shall be by roll call and shall be recorded by the Secretary. Roll call shall be in alphabetical order by clubs. In the event of a tie by the Governing Board, the tie will be broken by the officers voting a secret ballot.
- Section 3. Association meetings shall be open to all club members; however, said members may not present business except through their BSDA representatives.
- Section 4. Only active (dues or fees paying) members of an affiliated club and the BSDA are eligible to vote (at the club level) for the election of BSDA officers and on constitutional and by-law matters related to the Association or serve as a member of the Governing Board or BSDA officer.
- Section 5. The fiscal year shall be January 1 through December 31.
- Section 6. Wherever letter, mail, copy, publish, or forward is stated in the Constitution, Bylaws, or Standing Rules, the document may be distributed by electronic media, provided that recipients without access to that media receive the document by a means available to them.

ARTICLE IV – Officers

Section 1. Officers of the BSDA shall be the President, First Vice President, Second Vice President, and the Recording Secretary, to take office January 1. To enable the transition to calendar year, the officers for 2013-2014 will continue in office until December 31, 2014.

Section 2.

- (a) Elected officers may serve two consecutive terms in the same office.
- (b) Husband and wife may not hold office at the same time. Neither shall a husband nor a wife succeed each other in the same office.
- (c) The outgoing BSDA President shall present all incoming elected officers and the Jubilee Chairman a BSDA identification badge with their name and a bar inscribed with the position and year of their term of office. Those serving multiple terms will receive an additional bar indicating the office and year. Officers are entitled to free admission at all BSDA sponsored dances and functions during that year. No additional remuneration shall be extended to the elected officers.

Section 3. Vacancies occurring in any position shall be filled by a majority vote of the Governing Board at the next regular meeting after notification that a vacancy exists.

ARTICLE V – Executive Secretary

Section 1. A special committee appointed by the BSDA President will review the qualifications of candidates for the position of Executive Secretary and submit their recommendations to the officers of the BSDA.

Section 2. The Executive Secretary shall be appointed by the officers and approved by the Governing Board.

- (a) The term of office shall be three years, with the first year being probationary.
- (b) Reappointment for additional three year terms is permitted, provided a majority vote of the Governing Board so dictates. This shall be a roll call vote.
- (c) A committee of three members of the Governing Board shall be appointed by the President six months prior to the end of any three year term. The purpose of this committee is to evaluate the performance of the Executive Secretary and submit a written report to the Governing Board at least two months prior to the end of the term.
- (d) The Executive Secretary shall not hold any elected or appointed office or position either in the BSDA or in a square or round dance club or organization or be a caller. He/she shall be an active member of a member club and of the BSDA.
- (e) The Executive Secretary shall be reimbursed monthly an amount of money to adequately cover local travel and other personal expenses incurred in the performance of his/her duties. The amount shall be set by the Governing Board.

BYLAWS

ARTICLE I – Membership

- Section 1. The membership of this organization shall consist of affiliated clubs.
- Section 2. Clubs may become affiliated by written request and approval of two-thirds majority of the Governing Board.
- Section 3. Affiliated clubs shall have regularly scheduled dances at an announced hall and dance to a live caller. They must also have a BSDA representative and one or more alternate BSDA representatives, and attend all scheduled and special BSDA meetings each year. BSDA members eligible to represent an affiliated club at a meeting are
- (1) A BSDA representative
 - (2) An alternative BSDA representative
 - (3) The club president, or
 - (4) A delegated replacement by letter or electronic media from club president to BSDA President for a specific meeting. The letter must be signed by the club president and may be presented before signing in for the meeting or earlier. The electronic message must be sent from or copied to the club president and be delivered to the BSDA President and Recording Secretary no later than before signing in for the meeting.

The BSDA President will send a reminder email or letter to any representative with a copy to the club President whose club has not been represented for three meetings on a rolling 6-month basis.

- Section 4. The minimum age to hold office in the BSDA is 18 years.
- Section 5. The Birmingham Square and Round Dance Callers' Association shall be an associate club with no voting rights.
- Section 6. Annual dues shall be set by the Governing Board and shall be paid by December 31 for the following year through an affiliated club. New members shall be added to the roster and newsletter list and non-renewing members dropped no later than February 1. To enable the transition to calendar year, the dues paid during 2013 for the July 1, 2013-June 30, 2014 fiscal year shall be extended until December 31, 2014. The dues for new members joining on or after January 1, 2014 shall apply to the 2014 calendar year.

ARTICLE II – Organization

- Section 1. There shall be a Staff-Advisory Committee consisting of a representative of the Birmingham Square Dance Callers' Association, a representative of the Birmingham Round Dance Instructors, the past BSDA President, the current BSDA President, the BSDA Executive Secretary, and two BSDA representatives selected by the current BSDA President. The Staff-Advisory Committee shall be responsible for the evaluation and submission to the Governing Board of names for the staff of BSDA-sponsored events. This committee may attend BSDA meetings and present business and/or comments to the Governing Board, but shall have no vote. The current BSDA President will name a committee member as chairman.

ARTICLE III – Committees

The President shall appoint all committees except the Building Operations Committee.

ARTICLE IV – Funds

Section 1. Dues and assessments for the BSDA shall be determined by the Governing Board.

Section 2. The funds of the BSDA shall be deposited by the Executive Secretary in a bank in the name of the BSDA and shall be disbursed on the signature of the Executive Secretary and the President. BSDA Friendship Hall income may be deposited directly by the Building Manager, with each deposit slip and a written explanation provided to the Executive Secretary promptly.

Section 3. All disbursements shall be approved by the Governing Board.

Section 4. A financial report shall be made by the Executive Secretary at each meeting. If the Executive Secretary is unable to attend a meeting, the financial report is to be provided to the President before the meeting by electronic media, delivery of copies, or letter.

Section 5. The books shall be available at all times for inspection and subject to audit by a qualified auditor upon vote of the Governing Board.

ARTICLE V – Duties of the Officers and Executive Secretary

Section 1. It shall be the duty of each officer and the Executive Secretary to promote and maintain good standards of square dancing at all times, work with the other officers and the Executive Secretary in carrying out the BSDA programs and functions, and visit member clubs whenever possible.

Section 2. The President shall:

- (a) Preside at all meetings.
- (b) Provide leadership for the Association in attaining its goals.
- (c) Call officer and special Governing Board meetings as necessary.
- (d) Present the budget based on guidance from the Executive Secretary no later than at the March meeting and then direct activities to operate within the budget.

Section 3. The First Vice President shall:

- (a) Assume the duties of the President in the event of his/her absence or inability to serve.
- (b) Promote membership in the BSDA.
- (c) Supervise and promote advertising for all BSDA events and activities.
- (d) Promote advertising for the roster.

Section 4. The Second Vice President shall:

- (a) Assume the duties of the President in the event of his/her absence and in the absence of the First Vice President.
- (b) Except for the Jubilee, be responsible for all dances and events sponsored by the BSDA, including hosting staff from arrival to departure from the Birmingham area, preparing the hall for the scheduled activity, sound system, round dance instructors, decide on refreshments, obtain Master of Ceremonies and decorations. May also negotiate, prepare, and execute contracts with callers and cuers for these BSDA dances based on the budget and discussion with the President and Executive Secretary.

Section 5. The Recording Secretary shall:

- (a) Keep minutes of all meetings of the Governing Board and promptly distribute a copy to each Governing Board member and any other person, as directed by the President. Shall retain the recording of each meeting until after approval of the minutes and a hard copy of each meeting's minutes in a safe place at a BSDA location for future reference.
- (b) Maintain a current list of member clubs, club presidents and representatives, and supply a copy to each BSDA officer and to the Executive Secretary.
- (c) Prepare ballots for the election of BSDA officers. Distribute a copy to each member club president within seven days after the nomination. Retain completed ballots for one year after the election.
- (d) At the direction of the President prepare ballots for other BSDA business requiring club vote and handle as in 5(c) section.
- (e) Assist the Executive Secretary as needed.

Section 6. The Executive Secretary shall:

- (a) Under direction of the President, receive all monies, make disbursements, and prepare, sign, and execute all BSDA contracts. Records shall be maintained concerning all transactions.
- (b) Be responsible for the publication, preparation, and distribution of all federal, state, and local income, sales, and other type tax returns and licenses for the activities and operations of the BSDA.
- (c) Be responsible for the publication, preparation, and distribution of the roster each year.
- (d) Coordinate advertising program for the roster with the First Vice President.
- (e) Assist the President and the Jubilee Chairman in the preparation of their respective budgets, including a BSDA fiscal year-end report on budget versus actual expenses no later than February 15.
- (f) Be responsible for BSDA insurance program, be custodian of BSDA equipment and supplies; and obtain identification badges/bars for the new officers, to be presented at the New Year's Eve dance each year.
- (g) Be aware that all actions of the Executive Secretary are subject to approval of the Governing Board.
- (h) Assist and serve as a resource person to committees as necessary.

Section 7. General Duties

- (a) All Officers and the Executive Secretary shall perform any other duties specified in the Constitution, Bylaws, and Standing Rules.
- (b) The First and Second Vice Presidents and the Recording and Executive Secretaries shall perform other duties as assigned by the President.

ARTICLE VI – Election of Officers and Building Operations Committee

Section 1. Eligibility and Qualifications

- (a) To be eligible for the nomination of President or First Vice President,
 - (1) a candidate must have served at least one full year as an officer of a BSDA-affiliated club, and
 - (2) a separate one year term as a BSDA representative both within the last five years.
 - (3) In lieu of Items 1 and 2 said candidate must have served at least one full year as an officer of the BSDA within the last five years. This one-year term must be completed before nomination for the office of President or First Vice President.
 - (4) The candidate must also be a current member of the BSDA and a member of a BSDA affiliated club for the past three years.

- (b) To be eligible for the nomination of 2nd Vice President, a candidate must have served at least one year as an officer of a BSDA affiliated club or one year as a BSDA representative, or a BSDA officer within the last three (3) years. The candidate must also be a current member of the BSDA and a member of a BSDA affiliated club for the past three (3) years.
- (c) To be eligible for the nomination of Recording Secretary, a candidate must have been a member of the BSDA for at least one year. The candidate must also be a current member of the BSDA and a member of a BSDA affiliated club.
- (d) To be eligible for the Building Operations Committee a candidate must have been a BSDA member for the past two years.

Section 2. The Governing Board member placing the name of a candidate in nomination must have the consent of the candidate to do so and must state the basis of eligibility, giving specific details.

Section 3. At the September meeting, each affiliated club may place in nomination a nominee for each office and each position of the Building Operations Committee within the BSDA. The Governing Board shall select, by popular vote, from names submitted, no more than two candidates for each position within the BSDA. The Recording Secretary shall prepare a ballot to be sent by electronic media or mailed to the president of each club holding membership in the BSDA with a copy to the BSDA representative. A completed paper ballot signed by the club president shall be presented at the November meeting by the authorized BSDA representative or alternate BSDA representative of the club or the club president. The BSDA President shall appoint a committee of not less than three members to tally the votes. In the event of a tie vote for nomination or election, the officers (First Vice President, Second Vice President, and Recording Secretary of the BSDA) shall vote by secret ballot to break the tie. If there is a tie vote following the voting of the BSDA officers, then the President of the BSDA shall vote to break the tie.

ARTICLE VII – Roster

Section 1. The BSDA, under the direction of the Executive Secretary, shall publish an annual membership roster. A copy shall be distributed to each single member and/or couple.

Section 2.

- (a) Clubs shall be listed by days of the week on which they dance, using large type and including the level of dance, in addition to other information previously listed.
- (b) If approved by the Governing Board, a contest shall be conducted each year for selling advertising for the roster. A recognition shall be made of the club selling the most advertising. An award shall be given to the individual selling the most advertising. The contest is to be run during the months of September, October, and November. The First Vice-President shall be responsible for conducting this contest.
- (c) The President shall appoint a Membership Committee and an Advertising Committee each year prior to the month of September. The First Vice President shall chair these committees.
- (d) Affiliated clubs in which 100% of their members are also members of the BSDA for the current year shall be listed in a separate section of the roster.
- (e) Assembly of material to be used in the roster shall be subject to the judgment of the Executive Secretary.

ARTICLE VIII – Association Dances

The BSDA shall sponsor dances periodically, as directed by the Governing Board.

- (a) Admission shall be by current BSDA membership list provided by the Executive Secretary, payment of BSDA annual dues for the current year, or as determined by the Governing Board.
- (b) Any person moving into the Birmingham area and joining a BSDA affiliated club may attend the Association dances by paying an established fee as approved by the Governing Board.

- (c) Dancers living outside the Birmingham area may attend BSDA dances by payment of the same fee.
- (d) Upon graduation, dancers are entitled to one free BSDA dance, not including the Jubilee. The club president shall give the Executive Secretary and Second Vice President a list of club members eligible for free admission to the dance.

ARTICLE IX – The Alabama Jubilee

Section 1. The BSDA shall annually sponsor “The Alabama Jubilee” Square Dance Festival in the spring of each year. Planning and organization of this event shall be under the direction of a Jubilee Standing Committee and rules established by the Governing Board. A financial report shall be prepared by the Executive Secretary within 60 days after the Jubilee and a copy furnished to each affiliated club.

Section 2. The Jubilee Standing Committee will consist of:

- (a) Three most current past Jubilee Chairmen, who are willing to serve, with the senior of those to be the Chairman of the Committee.
- (b) The Current BSDA President.
- (c) The current Jubilee Chairman.
- (d) The current Jubilee Vice-Chairman. (*Appointed by the BSDA President*)
- (e) The BSDA Executive Secretary.
- (f) The current Jubilee Chairman, Vice-Chairman and BSDA President are non-voting members. In the event of a tie, the BSDA President shall vote.

Section 3. BSDA Honorary Lifetime Members, BSDA club callers and instructors/cuers, and the current Jubilee Chairman shall be presented with a complimentary pass to the current Jubilee.

ARTICLE X – Newsletter

The Association shall publish a newsletter. Non-BSDA members may subscribe to the newsletter (“TIPS”) for an amount established by the Governing Board.

ARTICLE XI – Teen Club

Any qualified teenage club shall be permitted to dance at BSDA dances without charge, under the direction of the club caller and/or BSDA President.

ARTICLE XII – BSDA Meetings

Section 1. BSDA meetings shall be held on a bimonthly basis starting in January unless changed by the Governing Board.

Section 2. Special Governing Board meetings may be called at the discretion of the BSDA President. A quorum of the club representatives shall be present to conduct business.

Section 3. The BSDA shall conduct one seminar each year for all club presidents and club representatives to deal with leadership, BSDA functions, and club information. This seminar shall be open to all interested dancers.

ARTICLE XIII – Amendments

Section 1. Any duly authorized representative may present, in writing, proposed amendments to this Constitution and Bylaws at any regular meeting of the BSDA. After presentation of amendments, the Recording Secretary shall prepare exact copies of such amendment and forward same to each affiliated club president and club representative no later than seven days following the date of presentation. The president of each affiliated club will sign the proposed amendment certifying that the proposed

amendment to the Constitution and/or Bylaws has been presented to and reviewed by the affiliated club. The club president shall also indicate whether the club votes in the affirmative or in the negative. The certified copies of the amendment(s) shall be presented by the club representative at the next regular meeting of the Governing Board. All proposed changes to this Constitution and Bylaws shall be presented at one meeting and voted on at the next regular meeting of the Governing Board. Under no circumstances shall amendments be adopted or rejected until the expiration of 20 calendar days after submission of revision.

Section 2. This Constitution and By-Laws may be amended by a two-thirds vote of those present.

Section 3. Standing Rules may be amended by a simple majority vote of the Governing Board without submission to clubs to vote.

ARTICLE XIV – BSDA Building Operations Committee

The Building Operations Committee is a standing committee composed of six members, to develop policies and oversee the operation of the BSDA building, with the guidance and approval of the Governing Board.

- (a) Three members shall be elected each year at the same time as elections of the officers, and using the same procedure. Members are elected for two year terms and may be reelected one time.
- (b) The initial election to start the Committee will elect three members for one year and three members for two years. If necessary to activate the Committee prior to the next annual election, a special election may be held following the rules for the annual election, and if approved by the Governing Board.
- (c) A quorum shall be four or more members of the Committee, with business being approved by a majority of those present.
- (d) After newly elected members take office, the first order of business shall be the election of a Chairman, to serve for the next year. The Chairman shall not vote except when necessary to break a tie.

ARTICLE XV - Parliamentary Authority

In all matters not covered by this Constitution and Bylaws, the BSDA shall be governed by Roberts Rules of Order, Revised.

STANDING RULES

STANDING RULE 1 – Seminars

Each year the BSDA shall sponsor one or more seminars to enhance the dancing experience in conjunction with the Callers' Association and upon approval of the Governing Board. These seminars shall be under direction of the First Vice President.

STANDING RULE 2 – All affiliated clubs should make an effort to schedule special dances so that there is no conflict with other special dances of member clubs. The BSDA will assist in this regard by publishing in the "TIPS" the details of upcoming special dances as soon as clubs make the information available.

STANDING RULE 3 – Executive Secretary

As provided for in Article 5, Section 2, paragraph (e), of the Constitution, the Executive Secretary shall be reimbursed \$180 per month.

STANDING RULE 4 – Honor Awards Committee

Honor Awards Committee Membership Requirements

1. To serve on the Honor Awards Committee a person must have danced 10 years and be an active BSDA member.
2. The committee will be made up of six members (3 males and 3 females) plus the BSDA President. Each member will serve a three-year term.
3. One male and one female will revolve off each year and be replaced by a male and female chosen by the BSDA President during January. All terms will run from February 1 through January 31.
4. The BSDA President will appoint the chairman from the members of the committee during January.

Honor Awards Committee Guidelines

1. *The Honor Awards committee chairman receives a request for nomination by a BSDA club member in writing with the reasons for presentation by June 15 of each year. The request must be for BSDA service and as a BSDA member.*
2. *The Honor Awards Committee reviews the criteria and recommends acceptance to the BSDA Board for approval at the July BSDA meeting.*
3. If approved, the award is presented at the Fall Appreciation Dance.

Honor Awards Criteria

Awards given by the BSDA to persons who promoted the BSDA and lived up to the Square and Round Dancers motto, "Friendship Set To Music."

A. Appreciation / Recognition Award

Outstanding Performance

B. Achievement Award

Service above and beyond the call of duty

C. Perseverance Award

1. Longevity: A dancer no less than 8 years.
2. Held many offices with excellent performance.
3. Held a BSDA office continuously for 6 years or helped organize and maintain new long term goals.

D. Lifetime Award: The Greatest Honor

1. Continuous dancer for no less than 10 years.
2. Dancer continues to perform outstanding achievements for the betterment of the BSDA.

Constitution, Bylaws, and Standing Rules

Revised and Restated June 14, 1998

Amended October 11, 1998

Amended July 13, 2008

Constitution & Bylaws Amended November 10, 2013

Standing Rules Amended May 18, 2014

Bylaws Amended July 13, 2014