

THE BY-LAWS OF THE  
THE FOLK DANCE FEDERATION OF CALIFORNIA, SOUTH,  
A California Corporation  
Adopted November 2012.

ARTICLE I - NAME

The name of this non-profit organization shall be the Folk Dance Federation of California, South, Inc., hereinafter called the Federation.

ARTICLE II – PURPOSES

Section 1: To encourage the enjoyment of international folk dancing, related arts, and the promotion of a spirit of friendship. To assist in the formation and development of folk dance groups where such assistance is requested or desired.

Section 2: To encourage research in authentic folklore, folk music, folk dance costumes, and folk dance techniques as well as mutual cooperation and exchange of dance techniques, instruction, and leadership among folk dance groups.

Section 3: To encourage regional dance festivals in which all may participate.

Section 4: To encourage institutes, workshops and conferences based on folk dancing and related arts.

ARTICLE III: MEMBERSHIP

There shall be two classes of membership in the Federation: club and associate. All members must abide by the policies of the Federation. Membership shall not be denied because of race, creed, or color.

Section 1: Club Membership

Club membership consists of the following categories: regular club; multiple night dance club; and exhibition club.

A. Standards for club membership

1. A club must have a minimum membership of six members.

2. The club will indicate time, day, and place of meeting.
  3. The club is under adult supervision.
  4. The club must designate a contact, a delegate, and may designate alternate delegates.
- B. Category requirements
1. Regular club
    - a. The club must meet not more than once a week.
    - b. The club must meet at least 9 times a year for the purpose of recreational folk dancing.
  2. Multiple night dance club
    - a. The club must meet at least 12 times per year for the purpose of recreational folk dancing.
  3. Exhibition
    - a. The club must meet at least 9 times per year for the purpose of preparing or exhibiting folk dancing.
- C. Procedure for the initial application for club membership in the Federation.
1. The club must submit a membership application to the Director of Membership and pay the annual dues required by the Federation.
  2. When possible, an authorized representative of the club will attend the Council meeting when the application is submitted, but no later than the second meeting after the application has been approved. Until then the club's membership will be considered provisional and renewal will require special consideration.
  3. The club must accept the insurance requirements of the Federation.
  4. Membership for a new club will begin when the Council has voted approval of the membership application and a certificate of liability insurance coverage has been received from the insurance provider.
- D. Qualifying for participating status

1. A club will be entitled to vote in Council meeting (participating status) when the club's delegate or alternate attends the second of two consecutive regular Council meetings. A participating club counts toward a quorum.
2. A club will maintain participating status until such time as the delegate or alternate misses three consecutive meetings. Attendance will be considered valid only if delegates or alternates sign in within the first forty-five minutes of the scheduled starting time of the Council meeting. If a meeting is held without a quorum, the attendance by a delegate or alternate to such an unofficial meeting shall count towards the number of meetings attended.
3. Attendance records shall be kept on a continuing basis, for the purpose of determining voting privileges.

E. Annual Renewal:

1. A club must return a signed form to the Treasurer verifying compliance with the standards of club membership, and accompanied with the annual renewal fee.
2. A club's membership is terminated when the renewal fee is not submitted within one month of the due date. To renew membership a club must submit the signed renewal form, pay the annual dues and pay a reinstatement fee as specified in the Standing Rules.

Section 2: Associate membership

A. Standards for associate membership

1. Associate membership is open to any individual or organization interested in supporting folk dancing.
2. Associate members do not have voting privileges and are not covered by Federation insurance
3. Associate members may receive copies of Council meeting minutes by paying a fee to cover costs.

B. Categories of associate membership

1. Individual associate membership is available to any person who wishes to join the Federation.

2. Organizational associates may include commercial establishments, dance federations or out of state organizations.
  3. Federation Past Presidents shall be honorary associate members. Special honorary memberships may be awarded by action of the Council. Honorary associate members are exempt from all associate membership fees.
- C. Application for membership and request for renewal for associate membership in the Federation
1. The individual or organization must submit an application to the Director of Membership and pay the annual dues required by the Federation.
  2. Initial membership begins with a Council vote of approval.
  3. Membership for Past Presidents and other honorary members is automatic without submission of an application or request for renewal.

#### Section 3: Method of dues establishment

The amount of the yearly dues shall be established by the adoption of the budget for the coming year and approved by a majority vote of Council.

#### Section 4: Liability

No member club or associate member shall be liable for any indebtedness or liability of the Federation.

### ARTICLE IV – FEDERATION COUNCIL

The business of the organization shall be conducted by a Council consisting of elected and appointed Federation officers, Federation standing committee chairs and one delegate from each member club.

#### Section 1: Meetings

- A. The Council shall meet a minimum of four times annually at times and places to be designated by the Council. At the discretion of the President, or upon written request made by at least twenty percent of the delegates of the Council, a special meeting may be called by written or electronic notice, to be held not less than fourteen days after the notice.

- B. Action without meeting. With the approval of the Board of Directors, business may be conducted by means of an email vote. The email must include specific instructions for participation including a detailing of the requested action and a specific deadline for response. A policy regarding the use of email voting is included in the Standing Rules.
- C. The agenda at regular Council meetings shall be set by the President. In addition any committee chair may make a report upon request.
- D. A quorum to conduct Federation business shall consist of one-third of those eligible to vote.
- E. Except as otherwise specifically provided by the By-Laws, Robert's Rules of Order shall apply in the conduct of Federation business

## Section 2: Voting eligibility

- A. Each member club in participating status, each Federation officer and each Federation standing committee chairperson shall be entitled to one vote.
- B. Each individual eligible to vote has only one vote, even if holding more than one of the above positions.

## ARTICLE V - OFFICERS

### Section 1: Officers

- A. Elected Officers.  
These officers shall constitute the Board of Directors and the administrative arm of the Council. All officers shall be elected at a Council meeting prior to May 1 and shall hold office for one year, from June 1 through May 31. They may be elected to additional terms.

The elected officers shall be:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Director of Membership

B. Appointed officers

These officers are appointed by the President for a term of one year from June 1 through May 31 and approved by the Council. They may be reappointed for additional terms.

The appointed officers shall be:

1. Director of Publicity
2. Historian
3. Parliamentarian
4. Sergeant-at-arms

## Section 2: Elected Officer Duties

## A. President

The President shall be the chief executive officer of the Federation; shall have, subject to control of the Council, general supervision, direction, and control of business and affairs of the Federation; shall preside at all meetings; shall be an ex-officio member of all standing committees, and shall have the right to vote in committees; shall have the general powers and duties of management usually vested in the office of president of a corporation; and shall have such other powers and duties as required by the Council, By-laws or Standing Rules.

## B. Vice President

In the absence or disability of the President, the Vice President shall perform all the duties of the President, and when so acting, shall have all the powers of and be subject to all restrictions upon the President; shall be the Festival Advisor and publish Festival Advisory Guidelines; shall compile and read the Calendar of Events at each Council meeting; shall have the responsibility for the creation and presentation of the outgoing President's pin, shall maintain possession of the mold for the pin, and shall have such other powers and duties as required by the Council, By-laws or Standing Rules.

## C. Secretary

The Secretary shall record and keep a book of minutes, including the date, time, place and detail of bills presented and voted upon for payment and shall supervise the eligibility of all member clubs to take part in the decision making and voting aspects of Council business. The Secretary shall also handle all correspondence of the Federation; shall give notice of all meetings as required by the By-Laws or Standing Rules; shall keep the seal of the Federation in safe custody; and shall perform such other duties as required by the Council, By-Laws or Standing Rules

## D. Treasurer

The Treasurer shall keep and maintain and correct accounts of the properties and business transactions of the Federation, including accounts of its assets, liabilities, receipts, and disbursements. The books of account shall at all times be open for inspection by an officer. In cooperation with the Director of Membership, the Treasurer shall send dues notices and verification forms to all member clubs and associate members and shall record the collection of all dues. In order to maintain a tax free status, each year the Treasurer shall send in the appropriate forms to the Federal and State governments and shall perform such other duties as required by the Council, By-Laws or Standing Rules

E. Director of Membership

The Director of Membership shall have charge of the admission of new members; In cooperation with the Treasurer the sending and recording of membership renewals; shall be in charge of the compilation of membership information and the publication and distribution of directories; shall present the application for each new member club and associate member for Council approval; and shall perform such other duties as required by the Council, By-Laws or Standing Rules

Section 3: Appointed Officer Duties

A. Director of Publicity

The Director of Publicity shall publicize the Federation and member clubs; upon request shall assist all other committees; shall maintain a list of news media (magazines, newspapers, radio, TV. etc.) through which publicity may be obtained and shall perform such other duties as required by the Council, By-Laws, or Standing Rules.

B. Historian

The Historian shall keep the records of all important events connected with the Federation in accessible form and shall perform such other duties as required by the Council, By-Laws or Standing Rules

I. Parliamentarian

The Parliamentarian shall attend all meetings of the Council and Board of Directors, giving necessary advice in parliamentary procedure and interpretation of the By-Laws and Standing Rules.

J. Sergeant-At-Arms

The Sergeant-At-Arms shall be responsible for attending all Council meetings, maintaining order, confirming the presence of a quorum, recording attendance and reporting that attendance to the Council.

Section 4: Vacancies

- A. In the event of a vacancy in an office, a special election shall be held at the next Council meeting to fill the unexpired term of an office. Exception shall be made in the position of President, in which case the Vice President shall take this position for the balance of the term.

- B. In the case of continuing absenteeism or non-performance of duties, the action to be taken shall be decided by the Board of Directors.

## ARTICLE VI- BOARD OF DIRECTORS

Section 1: The Board of Directors shall consist of the elected officers of the Federation.

Section 2: The Chairperson of the Board of Directors shall be the President of the Federation.

Section 3: Meetings of the Board of Directors shall be called by the President when deemed necessary and when a majority can attend.

Section 4: The Board of Directors shall act on behalf of the Council when urgent matters require immediate action.

## ARTICLE VII - COMMITTEES

### Section 1: Committees

The following committees shall be appointed by the President with approval of the Council:

#### A. Standing Committees

1. Camp Hess Kramer
2. Costume
3. Finance
4. Folk Dance Scene
5. Insurance
6. North-South Coordinating
7. Equipment
8. Communications
9. Research & Standardization
10. Statewide Festival
11. Video

#### B. Ad Hoc committees

1. Scholarship Committee
2. Other Ad Hoc Committees may be appointed by the President for specific purposes. They cease to exist when that purpose has been accomplished.

## ARTICLE VIII - NOMINATIONS AND ELECTIONS

### Section 1: Nominating Committee

The Nominating Committee shall be selected by the Council at the first regular scheduled meeting of the calendar year. The composition of the nominating committee and its procedures are defined in the Standing Rules.

### Section 2: Nominating and eligibility rules

- A. The Nominating Committee shall present a slate of candidates at the second Council meeting of the calendar year.
- B. Every candidate or nominee for office must belong to a member club. The candidate(s) for President shall have been a member of the Council during the preceding year.
- C. Nominations from the floor may be made at the second Council meeting of the calendar year, providing the nominee shall have given prior consent.

### Section 3: Election

- A. In the event that there is only one candidate for each office, the Secretary shall cast a unanimous or "white" ballot, thereby electing the candidates on the slate. This shall be done at the meeting at which nominations from the floor have been called for.
- B. When there is more than one candidate for any office, a ballot must be given to the delegate of each participating member club present, following a procedure approved by the Council and specified in the Standing Rules.

## ARTICLE IX - ADOPTION AND AMENDMENT

### Section 1:

Upon adoption, these By-Laws shall be binding upon the Council, Board of Directors, member clubs, associate and honorary members.

### Section 2:

To amend these By-Laws the proposed amendment must be sent to all Council members at least

two weeks in advance of the Council meeting at which the amendment will be presented. The motion to approve must be passed by two-thirds of the member clubs present and eligible to vote (participating).

## ARTICLE X - DISSOLUTION

### Section 1:

Dissolution of this organization shall be by a three-quarter written vote of all participating member clubs.

### Section 2:

In the event of dissolution, all bills and outstanding debts shall be first paid from any funds belonging to the organization. All remaining monies and properties shall be turned over to a charitable organization or organizations, determined by the Board of Directors and the Council at its dissolution meeting.