GREATER CINCINNATI DANCE FEDERATION
BY-LAWS

ARTICLE I, Name

The Legal name of the GREATER CINCINNATI DANCE FEDERATION (GCDF) formerly known as the SOUTHWESTERN OHIO/NORTHERN KENTUCKY SQUARE DANCERS FEDERATION, INC.

ARTICLE II, Purpose

A. To encourage a high standard of square dancing (square dancing is defined to include square, round, contra, clogging, traditional, country-western and related arts).

B. To foster and exchange ideas and to stimulate an active fellowship among square dance clubs that engage in square dancing in Southwestern Ohio, Northern Kentucky, and Southeastern Indiana (defined as the Greater Cincinnati area).

C. To interest non-square dancers in square dancing by advertising, organizing demonstrations, and encouraging beginners' classes.

D. To conduct periodic special events to stimulate square dancing at all levels.

E. To set up and maintain a complete listing of member clubs, club members, dance nights, and dance levels.

F. To issue a paper, newsletter, or online dance information to publicize square dancing news in the Greater Cincinnati area and elsewhere.

G. To sponsor and promote the Friendship Badge.

H. To affiliate with the Ohio Corporation of Dance Clubs, Inc., furnish representation to their meetings, and to fulfill our obligations to that organization in the Greater Cincinnati area.

I. To support the Greater Cincinnati Callers and Teachers Association and foster close cooperation between the two organizations to promote square dancing.

ARTICLE III, Membership

All clubs that engage in square dancing in the Greater Cincinnati area shall be eligible to apply for membership in the GCDF.

ARTICLE IV, Trustees (also known as Representatives or Reps)

A. Trustee eligibility is restricted to those who actively engage in square dancing and belong to a member club. Trustees shall be appointed by their club.

B. Trustees may represent only one club.

C. Trustees shall be recognized at the first GCDF meeting they attend.

D. If unable to attend a meeting, Trustees may appoint alternates to act in their place. During the roll call the alternates shall declare which Trustees they are replacing and may vote as would the Trustees they are replacing.

E. Member clubs may have up to four Trustees and therefore four votes. Minimum age of a Trustee to vote or hold office shall be 16 years of age.

F. Past Presidents shall, for their lifetime, have the same rights and privileges as Trustees.

ARTICLE V, Officers

A. GCDF officers shall be elected from GCDF Trustees. Elected officers are not required to be Trustees of a club while holding office. Officers retain the same status as Trustees with regard to voting privileges and election to office.

B. B. GCDF officers shall be President, Vice-President, Treasurer, Recording Secretary, and Corresponding Secretary. If elected officers are unable to perform their duties, a vacancy automatically occurs. The Executive Committee is then empowered to meet and appoint Trustees from a member club to fill the office for the remainder of the term. Ratification of the appointment by vote of the Trustees at the next business meeting is required.

C. C. Officer terms, with the exception of Treasurer, shall be a maximum of two consecutive one-
D. year terms per office. The Treasurer may serve a maximum of four consecutive one-year terms. Officer terms may be extended on a year-to-year basis by a majority vote."

ARTICLE VI, Duties of the Officers

The duties of the officers are as outlined below and described in more detail in the GCDF Officers' Manual.

A. The President shall preside at meetings (scheduled and special) and in general shall perform all the duties pertaining to the office, or which the Trustees may require.

B. The Vice-President shall perform all the duties of the President in case of the President's absence or disability and in general shall perform all the duties pertaining to the office.

C. The Recording Secretary shall keep an accurate record of the acts and proceedings of the GCDF, maintain a current list of all Trustees and their attendance at meetings, publish written

minutes of meetings, and in general shall perform all the duties pertaining to the office.

D. The Corresponding Secretary shall prepare and issue correspondence required by the Trustees or Officers; give all notices required by law and by the Trustees or Officers, and in general shall perform all the duties pertaining to the office.

E. The Treasurer shall perform the following duties:

1. Receive and keep safely GCDF funds. At the expiration of their term deliver all GCDF funds to their successor or the President.

2. Disburse funds at the direction of the Trustees, who shall approve disbursements of a non-recurring nature prior to payment. Disbursements shall be by check, which shall be signed by the Treasurer or other officer whose name is on file with the bank.

3. Keep an accurate account of the finances of the GCDF and hold the accounting open for inspection by the Trustees or any committee appointed for such inspection.

4. Publish a record of the current financial position at least every other month.

5. Perform all duties pertaining to the office.

ARTICLE VII, Committees

A. The Executive Committee shall consist of the officers of the GCDF and shall function for emergency action in the interim between regular meetings. It shall have all the power of the GCDF except to reverse any action of the GCDF or to approve any expenditure over $100.

B. The President shall appoint the following standing committees and the President shall be an ex-officio member of all committees. All committees shall be dissolved at the expiration of the President's current term. At the discretion of the incoming President, committees may continue until current projects are completed. The President may appoint special committees. Committee Chairs need not be Trustees but have the same voting rights as Trustees.

1. Membership Committee: This committee shall acquaint unaffiliated area clubs with the purpose of the GCDF and invite them to apply for membership. Clubs applying for membership shall present their membership list and names of proposed Trustees one month prior to any action towards their acceptance. This committee shall maintain club membership lists, which are to be updated and provided at least annually by each affiliated club not later than the March meeting.

2. Publicity and Public Relations Committee: This committee shall set up and coordinate demonstrations to foster an interest in square dancing by the general public. They shall also arrange for all publicity for the GCDF using local, state, and national media available.

3. Nominating Committee: This committee shall solicit and present to the GCDF at least one complete slate of potential officers. The committee shall consist of three members, a Chair appointed by the President and two others appointed by the Chair. The Nominating Committee Chair shall be named at the November meeting.

4. Special Events Committees: These committees shall plan and supervise GCDF special dances and events.

ARTICLE VIII, Meetings

A. Regular business meetings of the GCDF Trustees shall be held on the third Sunday of every other month, beginning with January.

B. Special meetings may be held at such times and places as called by the President. The President or Corresponding Secretary shall sign the notice of special meetings. The notice shall list the purpose, place and time of the special meeting. Notices shall be sent to each Officer, Chair and Trustee listed on the GCDF Trustee roll not less than ten days prior to the date of the special meeting. Only the business stated in the notice shall be transacted.

C. In the event the regular business meeting needs to be changed as to date, time or place, the President shall notify trustees of the change as soon as possible prior to the scheduled meeting date to voting members as listed in B above.

E. At all meetings, a majority of all member clubs that have at least one Trustee present shall constitute a quorum for the transaction of business.

ARTICLE IX, Publicity

The President shall approve any flier, ticket, pamphlet or similar written communication for the GCDF before it is printed.

ARTICLE X, Alcohol

GCDF members shall refrain from the use of alcoholic beverages at all square dance functions.

ARTICLE XI, Seal

The GCDF shall not be required to have a seal.

ARTICLE XII, Fees

A. Club membership fee shall be established annually by vote of the Trustees. Billing by the Treasurer shall be in December.

B. Clubs not paying the membership fee by the end of the March meeting shall be considered to have withdrawn from the GCDF.

ARTICLE XIII, Compensation

GCDF Officers, Trustees and Chairs are to serve without compensation. They are to be reimbursed for incurred expenses incidental to their respective duties.

ARTICLE XV, Provisions for Changing These Regulations

These regulations may be repealed or amended by the vote of two-thirds of the voting members at a monthly meeting or by email communication if necessary. The text of any proposed changes shall be provided to the Trustees at the meeting prior to the meeting at which action on the proposed changes is scheduled.

ARTICLE XV, Parliamentary Authority

When these regulations are silent, Roberts Rules of Order shall govern all proceedings of the GCDF

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