

**MISSOURI ROUND DANCE ASSOCIATION, INC.
BY-LAWS**

Revised August 24, 2018
Approved September 29, 2018

I. MEMBERSHIP

- a. Membership in the organization is explained in the Constitution. Membership provides the following privileges:
 - i. the ability to vote for dances to be programmed at the Festival,
 - ii. the ability to vote for Festival Clinicians,
 - iii. and the ability to be elected to the Board or Festival Committees.
- b. Each new member shall receive a copy of the Constitution and By-Laws.

II. DUES AND ASSESSMENTS

Membership dues shall be determined by the Board of Directors.

III. DUTIES OF THE OFFICERS

As described below, the office designation in the singular may refer to a couple or an individual, as explained in the Constitution, Article Six.

A. PRESIDENT The President shall

- 1. direct and coordinate all functions and activities of the Association, its Officers and Committees.
- 2. enforce the regulations of the Association as expressed in its Constitution and By-Laws, so far as is possible and necessary.
- 3. attend all meetings of the Board of Directors and Committees.
- 4. preside at the Annual Board of Directors Meeting, the Annual General Membership Meeting, and at Special General Meetings. However, when it is impossible for the President to attend a meeting, the Vice-President of the Association shall preside at said meeting, and in the event of the incapacity of both the President and Vice-President, then one of the members of the Board of Directors shall preside at said meeting.
- 5. authorize a petty cash fund for the Secretary's use.
- 6. appoint as many members to the various Committees as deemed necessary for the furtherance of the Association.
- 7. receive reports from all Committees and shall refer such reports to the Directors of the Association.
- 8. have the authority to sign checks for Association business.
- 9. be a member pro-tem of all Committees.

B. VICE PRESIDENT The Vice-President shall

- 1. assist the President in the routine duties, and
- 2. act in place of the President in case of the president's absence or incapacity.

C. SECRETARY The Secretary shall

- 1. maintain all permanent documents of the Association.
- 2. be responsible for the reproduction and distribution of key documents to

members.

3. maintain files for correspondence and reports including maintaining the membership (registration) list after receiving it from the Treasurer.

D. TREASURER The Treasurer shall

1. be responsible for all financial affairs of the Association and shall keep complete and accurate records of such affairs.
2. have the authority to sign checks for Association business.
3. render financial reports to the Association as required.

An audit shall be required of the records of the out-going Treasurer within thirty (30) days after the expiration of his or her term.

IV. TERM OF OFFICE

The term of the Officers commences on the first day of the month following the Festival and continues for one (1) fiscal year.

V. COMMITTEES

- A. Standing Committees of this Association shall consist of a Festival Committee and associated sub-committees.
- B. Chairmen of the Standing Committees shall be appointed by the President and subject to the approval of the Board of Directors.
- C. Other Committee Members are to be appointed by the President and/or the approved Committee Chairmen.

VI. DUTIES OF THE STANDING COMMITTEES

- A. The Festival Committee shall carry out the responsibilities and duties incident to the State Festival to be held each and every year. Members of the Festival Committee shall be responsible to the President and the Board of Directors of the Association and are authorized to appoint various sub-committees to carry forth a successful State Festival.
- B. The Festival Committee further shall encourage bids for holding the State Festival by all areas in order to promote the pleasure of round dancing and the membership of the Association. They shall explore and investigate various areas for potential sites for future Festivals and shall submit their findings to the annual Board of Directors meeting.

VII. AMENDMENTS AND SUPPLEMENTS TO BY-LAWS

These By-Laws may be revised, amended, or supplemented at any General Membership meeting or Special meeting, by a two-thirds vote of members present, provided that notice of such amendment and / or addition shall have been presented in writing to the entire membership at least thirty (30) days prior to such meeting.