

## **Constitution and By-Laws of the Urbana Country Dancers**

Article 1. **Name:** The name of this organization is the Urbana Country Dancers (here noted as U.C.D.)

Article 2. **Purpose:** The U.C.D. is a nonprofit educational and recreational organization dedicated to the enjoyment, study, teaching, preservation and evolution of American traditional dance, music and song.

Article 3. **Membership:** All UCD events are open to all persons interested in dance and music. The voting membership of the UCD consists of those people who attend UCD events and sign a voting membership list at the dances held during the month of February, prior to the annual meeting and elections.

Article 4. **Meetings:**

- a) An annual meeting of the membership will be held at the dance closes to the Ides of March. This meeting shall be held for the election of officers and the transaction of any necessary business.
- b) Special meetings of the membership may be called by the President at his or her discretion, at the direction of the Board, or at the written request of at least 15 members. Notices of special meetings shall state the matters to be considered.
- c) At least one month's notice of the annual meeting shall be given.
- d) A majority vote of those voting is necessary to transact any business brought before the membership, including the election of officers. Twenty-five percent (25%) of the voting members constitutes a quorum. A quorum must be present to transact business (except as noted in these by-laws).

Article 5. **Board of Directors:** The responsibility for all business matters lies with the Board of Directors which consists of the Officers and the Coordinators of standing or special committees. A quorum of 5 board members is needed to conduct business of the board.

- a) The Board shall determine the need for and the responsibilities of, standing or special committees to carry out projects or special programs. Such appointees shall be members of the Board with full voting powers at all meetings.
- b) In the event of a vacancy among the Officers, the remaining Board members, by majority vote, may exercise the powers of the full Board until the vacancy is filled at the next regular election or may appoint a member to temporarily fill the vacancy until the next election.
- c) After reasonable notice and opportunity to be heard, a member of the Board may be removed from office by a majority vote of the UCD membership or by two-thirds majority vote of the entire Board.

Article 6. Powers of the Board: The board has the sole authority to:

- a) Set schedules and dates for UCD events.
- b) Set fees at rates which will cover costs of operation, including honoraria paid to teachers, callers, musicians, rental of necessary facilities, and other incidental expenses.
- c) Engage facilities for activities undertaken in the name of UCD.
- d) Purchase equipment.

Article 7. Officers: The Officers of the UCD are President, Vice-President, Treasurer, Audio Coordinator, Band and Caller Coordinator, Facilities Coordinator, Publicity Coordinator, and Secretary. The term of office is one year beginning April 1 and continuing through March 31. Duties of the Officers are:

- a) President The President is the executive officer responsible for the operation of the group. He or She presides at meetings; calls regular or special meetings of the Board or membership as needed; appoints the Chairpersons of standing or special committees. The President shall have responsibility for the coordination and negotiation of arrangements between UCD sponsors and host facilities. The President will be responsible for hosting dance events.
- b) Vice-President The Vice-President acts as President in the absence of the President and, in the event of the President's resignation or incapacity to serve, shall succeed the office until the next regular election of officers. The President may delegate to the Vice-President such official or other duties necessary for the conduct of business.
- c) Treasurer The Treasurer will count and deposit gate receipts and other moneys as needed; disburse available moneys for fees of musicians, teachers, callers, and for payment of authorized expenditures. The Treasurer coordinates volunteers to monitor gate registration. The Treasurer advises the Board about the finances of the organization and assists in formulating the budgets for the regular and special activities. The Treasurer also prepares a yearly financial statement of operations.
- d) Audio Coordinator The Audio Coordinator is responsible for transport, set-up, mix, and strike of audio gear at dance events, as well as storage of audio gear between dance events. The Audio Coordinator will consult with the Board on equipment care and procurement.
- e) Band and Caller Coordinator The Band and Caller Coordinator (BCC) books callers and bands for all regular dances and special dances as requested the BCC will tell the Treasurer the agreed-upon fees for bands and callers and will tell the Publicity Coordinator the dates and venues necessary to design flyers. The BCC must confer with the Treasurer and book bands and callers within budget

guidelines. The Board will approve the schedule of bands and callers prior to its release.

- f) Facilities Coordinator The Facilities Coordinator ~~is responsible~~ organizes volunteers for the set-up and clean-up of facilities used for UCD events.
- g) Publicity Coordinator The Publicity Coordinator maintains a current list of interested persons for the purpose of mailing flyers, including email distribution lists and preferred methods of contact; coordinates preparation and mailing of flyers, and other event advertising; receives and distributes information from other groups and organizations.
- h) Secretary The Secretary keeps records and minutes of UCD Board, general, and special meetings. The Secretary also maintains a list of the current membership and handles miscellaneous correspondence as designated by the Board

**Article 8. Election of Officers:** Officers are elected at the annual meeting of the membership in March and take office on April 1<sup>st</sup>.

- a) Six weeks before the Annual Meeting, the President will ask at a dance for volunteers to serve on the nominating committee. The President will be responsible for the preparation of a list of interested nominating committee members to be presented to the Board.
- b) The Nominating Committee reports the slate of nominees to the membership two weeks prior to the annual meeting.
- c) Additional nominations may also be made from the floor at the Annual Meeting, provided the consent of the nominees has been obtained.
- d) A majority of those voting is required for election to office. If there is more than one candidate for an office, paper ballots shall be used for the election of that office. Tellers will be appointed to tally the results.

**Article 9. Amendments to the Bylaws:** Amendments to these Bylaws may be made upon one month's written notice to members; this notice must state the proposed changes. A two-thirds majority vote (when a quorum is present) of those voting is required for adoption.

**Article 10. Fiscal Year:** The Urbana Country Dancers shall observe a fiscal year of January 1 through December 31.

Article 11. Special Notices:

- a) No part of the net earnings of the UCD may inure to benefit of private individuals. This does not preclude the payment of any reasonable fees for work performed.
- b) In the event of dissolution of the UCD, the assets of the group will be distributed to another nonprofit organization with 501(c)3 status.
- c) The UCD is a nonpolitical organization. As an organization, it does not attempt to influence legislation or participate in political campaigns in behalf of any candidate for public office.