

**MID-EAST PENN DISTRICT (FDVSRD) BYLAWS
AS A SUPPLEMENT TO THE
CONSTITUTION OF THE FEDERATION OF DELAWARE VALLEY SQUARE AND ROUND DANCERS**

The Mid-East Penn District (hereafter referred to as "MEP", "MEP District", or "the District") of the Federation of Delaware Valley Square and Round Dancers (FDVSRD) is an organization of Clubs and Dancers. The MEP promotes and participates in the art of Modern Western Square Dancing, Round Dancing, Clogging, and other similar dancing for it's educational, health and social benefits. We accomplish this by:

- Encouraging communication and cooperation between member clubs.
- Encouraging member clubs to conduct beginners' classes.
- Assisting member clubs when requested.
- Sponsoring dances and related activities for dancers.
- Supporting the activities of the Federation of Delaware Valley Square and Round Dancers, the Pennsylvania State Federation of Square and Round Dancers, and the United Square Dancers of America (USDA), among others.

ARTICLE I - DISTRICT COMPOSITION

MEP is currently comprised of Member Clubs in the following general geographic areas: Montgomery, Lehigh, Schuylkill, Northampton and Bucks Counties in Pennsylvania; and Warren, Hunterdon, Burlington and Camden Counties in New Jersey. However, MEP membership is not restricted to these areas.

Section 1 - CLUB and DANCER MEMBERSHIP

A. MEP Club Membership

1. MEP Membership is limited to clubs that collect and remit dues as specified from their club members to MEP.
2. Member Clubs shall appoint a representative to attend and vote at MEP Meetings. Representatives must be members in good standing within the MEP District.
3. New clubs must submit a written request for entry in MEP to the Executive Committee. Accompanying the request will be a completed Club Information Survey, which can be obtained from the Membership Committee.
4. Clubs providing adequate proof and having ten (10) or fewer individuals on their membership roster (not already a Dancer Member through another club) may join as an Associate Member Club by paying the dues as specified by the Executive Committee.

B. MEP Dancer Membership:

1. Dancers who are members in good standing at MEP Member Clubs and have paid the annual dues, as specified, shall be voting members at the District's Membership Meetings.
2. Dance Members in good standing are welcome to attend MEP Executive Committee Meetings to enter into discussions and express opinions.

Section 2 - ANNUAL DUES

1. Dues shall be recommended by the Executive Committee and approved by the Voting Members at the District's Annual Membership Meeting.
2. The annual dues may include membership in the FDVSRD and the MEP or be collected separately.
3. Annual dues are payable no later than November 1st and considered delinquent on January 1st.

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Section 3 - EXECUTIVE COMMITTEE

1. Members of the Executive Committee will be the Elected Officers and the Chairperson of each Standing Committee.
2. The Chairperson shall call all meetings and set the time and place.
3. The Executive Committee shall manage the affairs of the District including the establishment of an annual budget and recommending dues prior to the Annual Membership Meeting.
4. The Executive Committee shall authorize expenditures exceeding \$200 as it deems necessary to carry out the purpose of the District. Other expenditures will require only the approval of a member of the Executive Committee.
5. Chairpersons of each Standing Committee are expected to attend all District meetings. In the event of continued absence from meetings, the Executive Committee may take such action as it deems advisable.

Section 4 - MEMBERSHIP MEETINGS

1. An Annual Membership Meeting shall be held no later than June 1 each year for the purpose of electing officers, establishing dates for additional membership meetings, approving dues, and to conduct business that should come before the membership. Such business shall include, but not be limited to, the audit report and reports by the Chairperson and Treasurer.
2. All members in good standing are eligible to vote.
3. The Executive Committee, when required, may call special membership meetings. A notice shall be sent to all Member Clubs thirty (30) days in advance of the date for such meetings.

ARTICLE II – OFFICERS

Section 1 - POSITIONS and DUTIES

A. Chairperson

1. Shall preside at all meetings of the District and of the Executive Committee.
2. Shall decide all questions of order, but has no vote except to cast the deciding vote in the event of a tie.
3. Shall appoint a Chairperson for each committee (unless another method of selection is set forth in these by-laws) and instruct them in their duties.
4. Shall guide the District in furthering Square and Round Dancing and in support of the Federation.
5. Shall appoint the delegates to the Federation. Shall, with the appointed delegates, attend and participate in Federation meetings.
6. Shall prepare a yearly budget for the District to be presented at the first Fall District Meeting.

B. Vice Chairperson

1. Shall assist the Chairperson and, in the absence of the Chairperson, perform the duties of Chairperson.
2. The Vice Chairperson is a member of the Executive Committee.

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3. Is responsible for the District banner at all District, Federation, State, and National functions.

C. Treasurer

1. Shall receive all monies collected from membership, special dances, publications, and other activities, and deposit them in an accredited banking facility.
2. Shall issue receipts for money received, pay all properly authorized bills, prepare a Treasurer's report for all District meetings and prepare for publication an annual financial report.
3. Bank accounts shall be held in the name of the District with signature cards for the Treasurer and the District Chairperson. Checks may be signed by either officer.
4. The Treasurer is a member of the Executive Committee.

D. Secretary

1. Shall keep the minutes of all meetings of the District and of the Executive Committee and send copies of the minutes of the District meetings to the duly-delegated recipients.
2. Shall conduct all correspondence for the District as authorized by the Chairperson.
3. The Executive Committee shall provide the Secretary with a petty cash fund sufficient to properly carry out secretarial duties.
4. The Secretary is a member of the Executive Committee.

Section 2 - NOMINATION AND ELECTION

A. Nomination

1. The Chairperson appoints the Nomination Committee at the November meeting every odd numbered year.
2. The Nomination Committee shall submit its nominations for the officers of Chairperson, Vice Chairperson, Secretary, and Treasurer at the respective January meeting of the District.
3. Additional Nominations may be made from the floor at that meeting by any District member. Seconds to such nominations are made in the same manner.

B. Election

1. At the Annual Meeting the Chairperson of the Nominating Committee shall act as Judge of Elections and appoint tellers to distribute, collect and count ballots.
2. A nominee may not act as a teller.
3. A simple majority of the votes cast shall elect a nominee. If no candidate receives a simple majority on the first ballot, the two candidates who received the highest number of votes on the first ballot will be voted on by a second ballot. Balloting will continue until one candidate receives a simple majority of the votes cast.
4. Only persons holding paid-up memberships for the current year are eligible to vote or hold office.
5. If a vacancy occurs in any elected office, the Executive Committee shall appoint a District Member to fill the vacancy until the next election year, except that in the event of a vacancy in the office of Chairperson, the Vice Chairperson will assume the office.
6. Elected officials shall hold office for a term of two (2) years. The Chairperson shall not serve two (2) consecutive terms.

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ARTICLE III – COMMITTEES

Section 1 - STANDING COMMITTEES

The District Chairperson shall determine the standing committees needed and appoint Chairpersons, such as, but not limited to:

- Membership Committee
- Education Committee
- Insurance Committee
- Publicity Committee
- Property Committee
- Special Events Committee

Section 2 - SPECIAL COMMITTEES

A. Nominating Committee

1. Shall consist of a Chairperson appointed by the District Chairperson, and three (3) VIPS who have attended at least three (3) meetings during the immediately preceding year, to be named by the Committee Chairperson.
2. Shall be responsible for supplying a slate of officers for the Annual Elections and for conducting the election at the Annual Meeting.

B. Auditing Committee

Shall audit the Treasurer's books at the end of the Treasurer's and Chairperson's term of office and at such other times as the Executive Committee specifies.

ARTICLE IV- QUORUM AND PROCEDURES

Section 1 – QUORUM

A quorum for the purpose of conducting a District meeting shall be the number of persons present at any meeting, and at least three (3) elected officers.

Section 2 – PROCEDURES

The presiding Chairperson governs all matters of procedure that are not provided for in the Constitution and By-Laws of this Federation and District.

ARTICLE V-AMENDMENTS

Section 1 - Proposals, Club Notification and Adoption

A. Proposals

Amendments to these by-laws can be proposed by any District Member in good standing and approved by the Executive Committee.

B. Club Notification

1. Written notice of a proposed amendment must be sent to each club in the District. Notices may be sent by e-mail, or first-class mail if no e-mail contact is provided.
2. Such notice must be postmarked sixty (60) days prior to the date of the meeting at

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which the vote on the proposed amendment is to be taken.

C. Adoption

1. A proposed amendment may be voted on at any regularly stated business meeting of the District.
2. A proposed amendment is adopted if the majority of the members present and voting are in favor of it.

ARTICLE VI – DISSOLUTION

Section 1 - Payment of Debts, Distribution of Assets, Property

A. Payment of Debts

In the event of the dissolution of the Mid-East Penn District (FDVSRD) all debts shall be paid.

B. Property

All property owned by the Federation and held by the District shall be returned to the Federation.

C. Distribution of Assets

All remaining assets and/or property owned by the District shall be distributed to the existing Member Clubs of the District as decided by the last elected officers of the District.

ARTICLE VII – REPEALER

Section 1

All prior By-Laws of this Mid-East Penn District are hereby repealed.

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STANDING COMMITTEES

A. Membership Committee

1. Shall maintain rosters of District members and District members of the Federation.
2. Shall promote to the best of its ability membership in the Federation.
3. Shall be responsible for the Annual Membership Campaign and Annual Membership Dance.
4. Shall furnish all district clubs with a membership campaign packet annually.
5. For the Annual Membership Dance, the Membership Committee shall be responsible for obtaining a centrally located hall and inviting all District callers and cuers to donate their time.

B. Education Committee

1. Shall search for ways to promote better opportunities for Square and Round dancers to broaden their knowledge of these activities.
2. Shall work with the club class sponsors to promote club classes and class dances throughout the District.
3. Shall be responsible for the Half-way and Three-Quarter Dances.
4. Shall be responsible for conducting a dance for new class graduates each spring - both Square and Round - on the recommendation of the Executive Committee, obtaining a centrally located hall, inviting callers and cuers to donate their time, and obtaining necessary packet information from the Membership Committee to present to new graduates, arranging for refreshments, and providing the information to the Publicity Committee.
5. Shall be responsible for conducting, on recommendation of the Executive Committee, summer dances: arranging for callers, cuers, refreshments, and providing the information to the Publicity Committee.

C. Insurance Committee

1. Shall be responsible for collecting insurance and coordinating insurance records.
2. Shall work with Membership Committee to send out appropriate forms in the membership packet.
3. Shall distribute Insurance certificates to clubs.
4. Shall submit all records and monies to the appropriate insurance program.

D. Publicity Committee

1. Shall endeavor to keep square and round dancing tastefully before the public.
2. Shall endeavor to keep square and round dancers fully informed of the many places and times to enjoy these activities.
3. Shall work with the Publicity Committees of Member Clubs as necessary.

E. Property Committee

1. Shall store and maintain all District owned and Federation-loaned equipment as designated by the Executive Committee.
2. Shall be responsible to have equipment available at all District sponsored events, as recommended by the Executive Committee.

F. Special Events Committee

1. Shall be responsible for coordinating special event information from clubs in the District to the Publicity Committee.