

**BYLAWS OF THE PIEDMONT NORTH CAROLINA CHAPTER
UNITED STATES AMATEUR BALLROOM DANCERS ASSOCIATION, INC.**

**ARTICLE I
NAME**

Section A: The name of this local chapter is the “Piedmont North Carolina Chapter, United States Amateur Ballroom Dancers Association, Inc.” hereafter referred to as The Piedmont Chapter. The area within the boundaries of The Piedmont Chapter is the metropolitan areas of Winston-Salem, Kernersville, Clemmons, and surrounding counties of North Carolina west of the Stokes/Forsyth/Davidson and Randolph/Guilford/Rockingham county line.

Section B: The Piedmont Chapter is a part of Region VI of the United States Amateur Ballroom Dancers Association, Inc. (USABDA)

**ARTICLE II
OBJECTIVE**

The Objectives of this chapter shall be as follows:

- To promote ballroom dancing and to bring the joy of dancing to the citizens of our local communities.
- To create opportunities to meet and enjoy the friendship of other ballroom dancers.
- To help unite all who share our enthusiasm and interest and profit from the physical, mental and social benefits ballroom dancing brings to the active participants.

**ARTICLE III
POLICIES**

Section A: This local chapter shall be non-sectarian, non-partisan, and non-profit.

Section B: The policies and procedures of Region VI, United States Amateur Ballroom Dancers Association, Inc., shall in every case also be the policies and procedures of this local chapter.

**ARTICLE IV
MEMBERSHIP**

Section A: Membership shall be held by individuals who support the objectives of USABDA. Membership shall be:

1. Amateur Ballroom Dancers, social or competitor.
2. Associate, persons other than amateur dancers who support the purpose and programs of USABDA, but who may not vote or hold office.

Section B: Membership in this local chapter shall be all inclusive for membership in the United States Amateur Ballroom Dancers Association, Inc.

Section C: Members shall abide by the rules and standards of USABDA and shall conduct themselves in a sportsman like, courteous and orderly manner.

Section D: Membership in the Chapter ceases when the member resigns, becomes delinquent in either national or local dues or both; when a majority of the other members of the Chapter vote to discontinue the membership; or when a 2/3 majority of the Board of Directors vote to discontinue the membership.

ARTICLE V
DUES

Section A: Dues are payable upon application for membership and, thereafter on the anniversary date dues are paid and received by the local organization and the National Organization To facilitate easier payment of dues, statements will be issued by the local chapter.

Section B: Annual dues for the Local Chapter are \$10 plus National dues of \$35 Ballroom Dancer, \$25 Social Dancer, \$60 Champion DanceSport Athlete, \$60 Adult DanceSport Athlete, \$15 Student DanceSport Athlete, \$15 Junior DanceSport Athlete, \$50 Associate, \$50 Manager, \$50 Trainer, or \$50 Official.

ARTICLE VI
FISCAL RESPONSIBILITY

Section A: The fiscal year shall commence on the first day of January and end the 31st day of December.

Section B: An auditing committee of three members shall be elected by the board of directors at the fall meeting. The president shall propose a slate to the board for consideration. The committee shall audit the treasurer's records within thirty (30) days after the close of the fiscal year and shall report to the board at their next meeting.

ARTICLE VII
OFFICERS

Section A: The officers shall be a president, president elect/vice president, secretary, treasurer, and three (3) directors.

Section B: A term of office shall be one year.

Section C: Officers shall assume their duties immediately following the last December meeting/dance and shall serve through the last meeting/dance of the following December.

Section D: Officers who cease to be a member in good standing of the Chapter shall automatically cease to be officers of the Chapter.

Section E: A member may hold only one office at a time.

ARTICLE VIII
NOMINATIONS AND ELECTIONS

Section A: Elective offices shall be president, president elect/vice president, secretary, treasurer, and three (3) directors. The president elect/vice president shall succeed to president.

Section B: A nominating committee of at least three shall be elected at the summer Board Meeting.

Section C: Any voting member in good standing is qualified to be a candidate for nomination. A public request to all members should be made at least 75 days prior to the election date. The committee should allow at least 30 days from the publication of the solicitation for receipt of names of potential candidates before determining the names to be placed on the ballot. This cut off date must be at least 45 days from the election date.

1. All candidates nominated must sign a statement that they will serve if elected.
2. Any member in good standing shall have a right to be placed on the ballot for election to an office by presenting a petition signed by 10% of the chapter members or 20 members (whichever is less) by the deadline date established by the nominating committee for receipt of volunteers. Those signing a petition must not have signed any other petition for the same

office in the same year. The Petitions must include the USABDA Member Number of each signer.

3. The deadline for petitions must be the same as for volunteers. The committee has no obligation to place the names of volunteers on the ballot but must place on the ballot any members supported by petition of the membership

Section D: Members may be nominated for reelection, but no member shall hold the same office for more than two consecutive terms.

Section E: Six months or more shall be considered a term of office in determining eligibility for reelection.

Section F: Officers shall be elected at the last chapter meeting/dance in November. The following procedure for balloting shall be followed except where there is a single nominee for every office in which case the balloting may be by voice vote at the meeting:

1. The nominating committee shall receive ballots by mail and/or at a general membership dance/meeting.
2. Ballots must be signed and USABDA number stated.
3. The committee shall appoint three tellers to open and tally all written ballots and to certify the election results. The tellers should be members in good standing and not members of the board of directors or the nominating committee.
4. The ballots should be retained for six months.

Section G: Vacancies in office shall be handled as follows:

1. In the event of death, resignation or incapacity of the president, the president elect/vice president shall become the president for the unexpired portion of the term.
2. Vacancies in offices other than president shall be filled for the unexpired term by presidential appointment and approval by the board of directors. Should a vacancy in the Vice President/President-elect office occur, a Vice President may be appointed. However, a President must be elected by the membership at the next annual business meeting and officer elections.
3. Should both the office of President and of the Vice President/President elect become vacant, the remaining Executive Committee members will select a member of the Executive Committee to fill the remainder of the term as President.

ARTICLE IX

DUTIES OF OFFICERS

Section A: The president shall be the principal officer of the local chapter and shall:

1. Preside at all meetings of the local chapter, the board of directors, and the executive committee;
2. Appoint standing and special committees and their chairs with approval of the executive committee. He/she may also appoint a parliamentarian;
3. Serve as ex-officio member of all committees except the nominating committee;
4. Bring to the attention of the local chapter all pertinent information from the Region VI office;
5. Authorize the treasurer for disbursement of funds, as directed by the local chapter;
6. Be responsible for sending the names and addresses of all officers and chairs following their election or appointment, to the Region VI and National USABDA office;
7. Represent the chapter in all matters of Region VI, USABDA, INC.

Section B: The president elect/vice president shall:

1. Act as the representative of the president when requested;
2. Serve as an ex-officio member, without vote, of all committees, except the Nominating

Committee;

3. Perform the duties of the president in the absence of the president;
4. Become president for the unexpired term in case of death, resignation, or incapacity of the president;
5. Serve on the program committee;
6. Serve in such capacities as assigned by the president.

Section C: The secretary shall:

1. Take and record accurate minutes of the proceedings of all meetings of the local chapter, the board of directors, and the executive committee;
2. Conduct correspondence for the local chapter as directed by the president or the board;
3. Preserve in a permanent file, all records and letters of value to the local chapter and its officers;
4. Deliver to the newly elected secretary, within thirty (30) days, all records and archives.

Section E: The treasurer shall:

1. Have charge of all monies of the local chapter and shall report thereon at all business meetings;
2. Be responsible for the collection all dues from members and for proper receipt thereof;
3. Keep a list of the names and addresses of all members;
4. Pay all bills upon the authorization of the president and or as stated in the budget;
5. Keep an itemized record, in a permanent file, of all receipts and expenditures;
6. Forward promptly to USABDA National Office all dues and monies payable to National;
7. Prepare and submit reports as required by National;
8. Deliver to the newly elected treasurer, within thirty (30) days, all records and archives.

Section F: The directors shall:

1. Serve on standing and special committees as requested by the president;
2. Represent the general membership and act as their spokespersons.

ARTICLE X **MEETINGS**

Section A: Membership meeting/dances will be held monthly, on the fourth Sunday of each month. The board may cancel a dance if it is in the best interest of the chapter. Other dances may be held as deemed appropriate by the Board.

Section B: The location of the monthly meeting/dances will be determined by the Board based on availability and price of a facility.

Section C: One fourth of the members in good standing shall constitute a quorum.

ARTICLE XI **BOARD OF DIRECTORS**

Section A: The executive committee and standing committee chairs shall constitute the voting members of the Board of Directors. Special committee chairs shall be non-voting members of the Board of Directors. The board shall:

1. Supervise the affairs of the chapter;
2. Make recommendations for the chapters growth and prosperity;

3. Transact business for the chapter and report thereon in the newsletter to the chapter members;

Section B: The board of directors shall hold a minimum of four meetings, one each quarter, during the calendar year, the dates to be determined by the board at its first meeting.

Section C: Special meetings of the board may be called by the president or by one third of the board members, provided two are elected officers. Written notice of special meetings will be sent to members, to be received, when possible, at least two weeks in advance of the meeting.

Section D: A majority of the voting members shall constitute a quorum.

Section E: No member shall have more than one vote, and no voting by proxy shall be allowed.

Section F: Only members in good standing shall be members of the Board of Directors. Should a member of the Board cease to be a member in good standing, they will automatically cease to be a member of the Board. Members can be removed from the Board by a majority of vote of the membership or by a 2/3 vote of the other members of the Board. Should any Board member miss 2 consecutive Board meetings their Board status shall be reviewed by the other Board members.

ARTICLE XII **EXECUTIVE COMMITTEE**

Section A: The elected officers and directors, immediate past president and parliamentarian, if applicable and without vote, shall constitute the executive committee.

Section B: The executive committee shall have the authority to act, in case of an emergency, for the board of directors between meetings of the board and shall report thereon at the next meeting of the board.

Section C: The executive committee shall meet on call by the president, or by any two members of the committee, for the consideration of special matters between regular meetings of the chapter and the board of directors. Written notice of special meetings will be sent to members, to be received when possible, at least two weeks in advance of the meeting.

Section D: Standing and special committee appointments made by the president shall be subject to the approval of the executive committee.

Section E: Two thirds of the voting members shall constitute a quorum for a meeting of the executive committee.

ARTICLE XIII **STANDING COMMITTEES**

Section A: Standing Committees are: program and development; membership; promotion and publicity; newsletter; advisory, and music.

1. It shall be the duty of the program and development committee to secure instruction for general dances, and to suggest other programs and functions that will promote ballroom dancing to the local communities.
2. It shall be the duty of the membership committee to promote, expand and stabilize the membership.
3. It shall be the duty of the promotion and publicity committee to present ballroom dance opportunities to the community through the news media and other publications as deemed appropriate.
4. It shall be the duty of the newsletter editor to publish, at least quarterly, a newsletter to the membership.

5. It shall be the duty of the music committee to formulate guidelines for providing the music at the regular meeting/dances, schedule members to provide and play the music, and maintain and store the chapter's music library. Guidelines will be determined by a polling of the members.
6. The Advisory Committee shall offer advice and assistance to the President and other Board members as requested or needed. The most Immediate Past President of the Chapter who is a member in good standing of the Chapter shall be the Chair of the Advisory Committee. The members of the Advisory Committee shall be all the Past Presidents of the Chapter who are members in good standing of the Chapter.

ARTICLE XIV
PARLIAMENTARY PROCEDURE

The rules of parliamentary practice comprised in ROBERT'S RULES OF ORDER, NEWLY REVISED, shall govern all proceedings of the local organization, the board of directors and the executive committee, subject to such special rules as have been or may be adopted.

ARTICLE XV
AMENDMENTS

- Section A:** Amendments to these bylaws may be proposed by petition of 20% of the chapter's voting members in good standing, the board of directors, the executive committee, or a bylaws committee.
- Section B:** All proposed amendments shall be sent in writing to every member at least ten (10) days before they are to be voted upon.
- Section C:** All proposed amendments shall be presented to the board of directors prior to the presentation to the chapter.
- Section E:** These bylaws may be amended by a two-thirds vote of the members present, in good standing, and voting at any regular meeting/dance at which at least 25% of the membership is present.
- Section F:** When an amendment is adopted to the Region VI bylaws which affects the local chapter, the local chapter shall automatically amend its bylaws to conform.
- Section G:** Any conflict shall be resolved in accordance with Region VI policy and procedure.

ARTICLE XVI
DISSOLUTION

Upon dissolution of this local chapter all of its assets remaining after payment of all cost and expenses of such dissolution shall be turned over to USABDA Region VI.

August 2004

Policy and Procedures
Piedmont NC USABDA

Committee and Special Project Chair's

- Submit a proposed budget for board approval for any project requiring expenditures from Chapter funds.
- Expenditures over 5% of a line item requires board approval.
- A final written report, including a financial statement, must be submitted at the next board meeting following the event or within 30 days of the event, whichever comes first.

Expenditure Vouchers

- All reimbursements require an Expenditure Voucher to be completed and signed with support documentation.
- Vouchers must be signed by the President and given to the Treasurer for payment.
- All reimbursement requests, for expenditures during the current calendar year, should be submitted no later than January 15th of the following year.
- Vouchers are available from the President, Secretary or Treasurer.

Bereavement and Illness

- The president and secretary should be notified in the case of a death or illness.
- If the death of a member, a member's spouse, or a member's minor child should occur a \$25.00 memorial will be sent to the organization designated by the family.
- In the death of other family members a card from the Chapter will be sent to the member.
- A note of sympathy will be expressed in the monthly newsletter to the member or member's family.
- In cases of illness a card will be sent from the Chapter.

Gifts and Bequests

Friends and members are encourage to make gifts and bequests to the Piedmont NC Chapter USABDA by:

1. Making monetary memorials to remember a deceased loved one
 2. Making monetary memorials to honor a member or friend
 3. Designating the Chapter as a beneficiary of an insurance policy
 4. Designating the Chapter as a beneficiary in your will
 - a. For a bequest in your will have the following statement included in the will: "I give, devise, and bequeath to the Piedmont North Carolina Chapter of the United States Amateur Ballroom Dancers Association the sum of \$_____ (or percent of my estate, or a specific piece of property) for the general uses and purposes of the Association (or you may list a specific activity i.e. youth program of the Chapter)."
- Memorials honoring members should be sent to Piedmont NC USABDA, PO Box 24022, Winston-Salem, NC 27114-4022
 - A letter should be sent from the Secretary recognizing the gift.
 - Memorials should be recognized in the newsletter.

Approved by Board on April 5, 2003 updated June 21, 2003