

TENNESSEE STATE ASSOCIATION OF SQUARE AND ROUND DANCE CLUBS, INC.

Constitution

ARTICLE I. The name of the corporation will be the Tennessee State Association of Square and Round Dance Clubs, Inc. and in this document as the association.

ARTICLE II. The duration of the association is perpetual.

ARTICLE III. This association is not for profit. The general welfare of society, not individual profit, is the object for which this association is constructed and the members are not stockholders in the legal sense of the term, and no dividends or profits shall be divided among the members as provided in or contemplated by section 501(c) (4) of the internal revenue code.

ARTICLE IV. The purpose of the association is to promote square and round dancing through the following:

- A. Provide information for coordinating activities of all square and round associations, clubs, etc. throughout Tennessee. This includes functions such as area festivals, special dance dates, state conventions, etc.
- B. Assist if possible any association, club, caller, dancers, etc. which have encountered problems and request help.
- C. Improve the social image of square dancing through acceptable publicity and practices.
- D. Increase the social strength of square dance organizations, through the effects of a collective, unified body.
- E. Qualify Tennessee to host a national convention if the situation arises.
- F. Promote and maintain standards which will keep square dancing on a high social level above reproach.
- G. Conduct an annual state convention.
- H. Act as a liaison for Tennessee square and round dancers and the national organization and with square dance organizations of other states.

ARTICLE V. The fiscal year shall start on July 1 and end on June 30 of the following year.

ARTICLE VI.

- A. Membership in the association shall be open to associations and non-profit clubs whose constitution and by-laws have been approved and accepted.
- B. Membership in the association shall be open to all non-profit dancer associations. The area dancers' association membership shall be separate from that of club membership.

- C. Membership in the association shall be open to all non-profit dancer clubs. This membership shall be separate from an area dancers association.

ARTICLE VII.

- A. Scheduled meetings will be held in June, October and February. The June meeting will be the annual meeting.
- B. Special meetings may be called as provide in the by-laws.

ARTICLE VIII. Voting shall be those authorized and recognized in the by-laws to do so.

ARTICLE IX. The officers of the association shall be the President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer and shall be ranked accordingly. The duties of the officers shall be provided and so stated in the By-Laws. Vacancies in these offices shall be filled as provided in the By-Laws.

ARTICLE X. The constitution may be amended by a 2/3 affirmative vote at two (2) successive regularly scheduled meetings.

DATES OF AUTHORIZED CONSTITUTION CHANGES:

Article I
revised 6-3-79

Article VI
Section A; revised 2-17-85
Section B; revised 10-2-79
Section C; revised 10-2-79

Article VII
Section A; revised 2-9-86

Article IX
revised 10-15-77

TENNESSEE STATE ASSOCIATION OF SQUARE AND ROUND DANCE CLUBS, INC.

By-Laws

ARTICLE I. DEFINITIONS: the following definitions apply to specific terms referred to in the Constitution and By-Laws:

- A. **SQUARE OR ROUND DANCER:** an individual affiliated with a western style square dance, round dance, or associated dance form club. For purposes of these By-Laws, a couple (if they are regular dance partners) is to be construed as the square or round dancer.
- B. **AREA:** a sub-division of the state into a geographical area having an adequate number of square dancers which, through unified effort, can engage in any business or carry out any endeavor as required by the association.
- C. **AREA DELEGATE:** a square or round dancer who expresses the will of the dancers in their area in activities of the association. Delegates must be a member of a club in the area represented which is in turn a member of the association. Each area shall elect three (3) Area Delegates. One of their number must be designated Area Vice-President.
- D. **AREA VICE-PRESIDENT:** spokesperson for the Area Delegates. The Area Vice-President must meet the same criteria as an Area Delegate.
- E. **STANDING COMMITTEE:** those committees necessary to carry on the routine business of the association as determined by the association Executive Committee and the Constitution and the By-Laws.
- F. **PAST PRESIDENTS' COMMITTEE:** an advisory committee composed of all past Presidents of the association.
- G. **EXECUTIVE COMMITTEE:** the official governing body of the association, consisting of state officers, Area Delegates, representative of the past Presidents' group, and chairmen of all standing committees.
- H. **NON-PROFIT CLUB:** a square, round, or associated dance form club governed by periodically elected representatives from the membership of the club which is financed by dues or fixed fees, the income of which is used only to defray expenses associated with the club's activities with none of the monies going to one or more persons who makes no accounting to the club members.
- I. **SPECIAL COMMITTEE:** those committees necessary to carry on the businesses associated with the association's special activities and which are considered non-routine.
- J. **ASSOCIATION:** two or more dance clubs forming a working organization to represent all those involved.

ARTICLE II. AREA BOUNDARIES:

- A. AREAS: the state shall be divided into no more than ten (10) areas as determined by the Executive Committee. Boundaries shall generally coincide with county lines.
- B. AREA CHANGES: boundaries may be relocated, or areas added or deleted, after written approval from the area (s) whose boundaries are affected, by a two-thirds (2/3) majority of the voting members at any regularly scheduled Executive Committee meeting. A current list of county(ies) in each area shall be maintained in the Standing Rules.

ARTICLE III. MEMBERSHIP:

- A. MEMBERSHIP: shall be by written request through the Area Vice-President responsible for the geographic area in which the association or club is located, with a copy to the Recording Secretary. Membership shall be granted upon approval by a two-thirds (2/3) majority of the voting members at any regularly scheduled Executive Committee meeting and receipt of current year dues.
- B. MEMBERSHIP FEE: annual membership fee is payable July 1st of each year. Additional special dues or increases in dues may be assessed by a majority vote of the voting members of the Executive Committee at any regularly scheduled meeting.
- C. TERMINATION OF MEMBERSHIP: a member association or club is considered not complying with the By-Laws of the association if the club fails to pay its dues by the next meeting of the state Executive Committee after the state dues are due. The Executive Committee shall be notified at the meeting the association or the club is considered delinquent. The delinquent member shall be notified within 30 days after becoming delinquent. Action will be taken at the next executive meeting to comply with section B of Article III of the By-Laws. Reasons for delinquency, financial problems, etc. shall be considered by the Executive Committee.
- D. RESIGNATION: any member association or club may resign by filing a written resignation notice with the Area Vice President and a copy to the Recording Secretary, but such resignation shall not relieve any member so resigning of the obligation to pay any dues, assessments or other charges theretofore accrued and unpaid.
- E. REINSTATEMENT: upon written request, signed by former member club or association and filed with the Area Vice-President, with a copy to the Recording Secretary, the Executive Committee by the affirmative vote of two-thirds (2/3) of the voting members of the committee at any regularly scheduled meeting may reinstate a former member club or association to membership upon such terms as the Executive Committee may deem appropriate.

ARTICLE IV. VOTING:

- A. Only the Area Vice President and the two (2) Area Delegates or their official alternates possessing written authority from the Area Delegate shall be entitled to one (1) vote each on any motions brought to the floor during an Executive Committee meeting, except that in the event of a tie vote the President or acting President may vote to break the tie.
- B. The Executive Committee presiding officer shall provide an appropriate recess period in the event an Area Vice President desires to caucus with other delegates.

- C. Although anyone attending the Executive Committee meeting may enter into discussion, only the members of the Executive Committee may make motions.
- D. A quorum shall consist of two thirds (2/3) attendance of Area Delegates (or their official alternates).
- E. A vote to pass a motion in the Executive Committee meeting will be declared a "no" vote if not passed by a majority of the Area Delegates attending.

ARTICLE V. OFFICERS, DELEGATES AND THEIR DUTIES:

A. OFFICERS AND THEIR DUTIES:

1. **PRESIDENT:** the President, subject to the direction of the Executive Committee, shall have general responsibility of all affairs and shall preside at all meetings. The President shall be an ex-officio member of all committees. The President shall perform such other duties as are usually incident upon the office of President.
2. **VICE-PRESIDENT:** in the absence of the President, the Vice-President shall perform the duties of the President. The Vice-President shall assist the President in coordinating all activities of the association.
3. **RECORDING SECRETARY:** the Recording Secretary shall keep the minutes of all meetings of the association Executive Committee and shall maintain an accurate record of the attending members of the Executive Committee at such meetings. Copies of the minutes should be mailed to all association Executive Committee members and to any others as agreed upon by the association Executive Committee. A revised up to date list of all member clubs and associations in the organization shall be maintained. In addition, the Recording Secretary will maintain the official list of area boundaries in the addendum to the standing rules. The Recording Secretary shall also perform all other duties ordinarily devolving upon the office of Recording Secretary.
4. **CORRESPONDING SECRETARY:** the Corresponding Secretary shall be appointed by the President with the approval of the Executive Committee. This secretary shall handle all miscellaneous correspondence as directed by the President. This is not an elected office.
5. **TREASURER:** unless specifically assigned as the responsibility of a committee chairman or committee treasurer, the Treasurer will have custody of all funds and accounts and shall have charge of collecting and disbursing all dues, fees or other monies collected. The Treasurer shall keep a record of all monies collected, shall give a consolidated financial report at each Executive Committee meeting, and shall have the books available at any reasonable time for inspection by the Executive Committee. The Treasurer shall present a consolidated annual report at the October meeting which shall include all financial business for the fiscal year preceding the meeting, the said annual report having first been audited by the auditing committee. The monies shall be deposited in the name of the association and provisions made so disbursements can be made only over the signature of the Treasurer or, in the event the Treasurer cannot perform the duties of the office, over the signature of the President. Both the Treasurer and the President shall be bonded as specified by the Executive Committee. The Treasurer shall be responsible for the completion and timely filing of all forms required by the Internal Revenue Service.

- B. **VACANCIES:** a vacancy in any office except President must be filled by appointment of the President with the approval of the Executive Committee. Any Executive Committee office may be declared vacant by a unanimous vote of the voting members of the Executive Committee at a regular meeting of the association, should the officer be unable to fulfill the responsibilities of office. The vacancy of the Presidency will be filled by the Vice-President. The new incumbent in all such cases will serve only until the next regularly scheduled election.
- C. **AREA VICE-PRESIDENTS & DELEGATES:**
 - 1. **AREA DELEGATES:** Area Delegates will function as liaison between the association and the square and round dancers in the area. They will attend state association meetings, provide information for the state website, collect association dues, present their area's concerns to the state association and relay the actions and policies of the state association to their area clubs.
 - 2. **AREA VICE-PRESIDENT:** the Area Vice President shall act as spokesperson for the Area Delegates. In concert with the other delegates, the Area Vice President will assist in the nomination of state officers and Hall of Fame honorees.
- D. **REMOVAL FROM OFFICE:** an elected officer may be removed by a vote of two-thirds (2/3) of the total membership of the Executive Committee (see Article I. G.)

ARTICLE VI. MEETINGS:

- A. **SCHEDULED MEETINGS:** the host area for each scheduled meeting will be decided by a majority vote of the Executive Committee. The Standing Rules shall govern how far in advance the host area for a scheduled meeting can be voted upon.
- B. **SPECIAL MEETINGS:** a special meeting can be called by the President or on written petition to the Executive Committee by at least two or more Area Vice Presidents.

Any members of the Executive Committee meeting as a smaller body to discuss items associated with association activities or Executive Committee business shall send a report of this meeting to the association President for informational purposes.

- C. **INTERIM COMMITTEE:** in the event that time constraints preclude the convening of a special meeting, a committee composed of the President, Vice President, Recording Secretary and Treasurer is empowered to act for the Executive Committee in the conduct of association business, except that the interim committee may not commit association funds in excess of one thousand dollars (\$1,000.00). Actions by the interim committee shall be submitted to the Executive Committee for ratification at their next meeting.
- D. **MEETING NOTICES:** the Corresponding Secretary must send meeting notices to all Executive Committee members four (4) weeks before any scheduled or special meeting. The meeting notice shall contain all data pertinent to the meeting including a copy of the proposed agenda.

ARTICLE VII. ELECTION OF ASSOCIATION OFFICERS AND DELEGATES:

- A. **NOMINATING COMMITTEE:** the Vice-President shall be chairman of the association nominating committee. The Area Vice-President from each state association area shall be the committee members. The chairman has no vote, however the chairman may vote to break a tie.

B. **NOMINEES:**

1. The Area Vice President shall vouch that each candidate for an office in the association is currently a member of a club holding membership in the association and is willing to have their name presented for association office.

2. The chairman of the nominating committee will submit the slate of nominees to the association President not later than February 1st, in even years. The Area Vice Presidents will make the slate known to area clubs.

3. The slate of nominees will be presented to the Executive Committee at the February meeting in even years, at which time additional nominations for any office may be made from the floor by members of the association.

C. **BALLOT:** the officers will be selected by secret ballot with each area delegate having one (1) qualified vote. The Vice President, in the presence of a witness, will count the ballots. In the event of a tie, the President must vote to break the tie.

D. **TERM:**

1. The term of office shall be two years beginning on July 1 and ending on June 30 of even years.

2. No association officer may be elected to the same office for more than two consecutive terms.

E. **AREA VICE PRESIDENTS & DELEGATES:** Area Vice Presidents and Delegates will be selected by the area clubs who are members of the association. Member clubs may assign the duties of Area Vice President or Delegate as collateral duty to one or more officers of an area association that represents at least two-thirds (2/3) of the area's member clubs. This assignment is acceptable provided that such assignment is set forth in the area association's Constitution and By-Laws, the area association's Constitution and By-Laws provide for the regular election of such officers by the member clubs of the association, and the length of term of office does not exceed the length of term of office of the state association President. If not otherwise specified, the term of office shall be one (1) year.

ARTICLE VIII. STANDING AND SPECIAL COMMITTEES:

A. **CHAIRMEN:** the chairmen of the standing and special committees are appointed by the President, except that the Vice President will be the nominating committee chairman and the immediate Past President will be the chair of the Past Presidents' committee. The standing and special committee chairmen will serve one year unless they are re-appointed. The term of office shall begin on July 1 and end on June 30. All appointments are subject to the approval of the Executive Committee. Guidelines for each committee are subject to the approval of the Executive Committee.

B. **STANDING COMMITTEES:**

1. **AUDIT:** responsible for the annual audit of the association's financial books in accordance with the finance and audit guidelines.

2. **EDUCATION:** responsible for selecting topic for L.U.B.E. session in consultation with the Vice President of the area in which the Executive Committee meeting will be held. The chair of the education committee also chairs the Hall of Fame selection committee.
3. **HALL OF FAME:** responsible for the annual review of nominees and selection of up to three (3) inductees into the Tennessee State Association of Square and Round Dance Clubs, Inc. Hall of Fame. The committee will be composed of the education committee chairman and the Area Vice President from each Area. The education committee chairman will serve as chairman of the Hall of Fame committee. Any inductees selected will be presented to the dancers at the next state convention.
4. **HISTORIAN:** responsible for maintaining the association's scrapbooks.
5. **INSURANCE:** responsible for providing interface with USDA on insurance matters, including collecting and forwarding premiums. Responsible for providing insurance information to member clubs and individuals as requested. The Chairman of the insurance committee will have custody of all funds and accounts related to USDA insurance. The Chairman shall keep a record of all monies collected and disbursed, shall provide a financial report to the state association Treasurer in advance of each Executive Committee meeting, and shall have the books available at any reasonable time for inspection by the state association Treasurer or Executive Committee. All financial records shall be provided to the state association Treasurer upon request as needed to complete the annual Internal Revenue Service information return. The monies shall be deposited in the name of the association and provisions made so disbursements can be made only over the signature of the insurance committee Chairman, or in the event the Chairman cannot perform the duties of the position, the state association Treasurer or President. The Chairman shall be bonded as specified by the Executive Committee. The state association Treasurer may be requested to assume full responsibility for all insurance committee financial activities.
6. **NOMINATING:** responsible for submitting a slate of candidates for all elected association offices and elected committee chairmanships.
7. **PAST PRESIDENTS:** responsible for review of nominees and selection of recipients of the Mike Stokes Award. Also serves in an advisory role to the Executive Committee. In the event that the immediate Past President cannot or does not desire to serve as chairman, the most recent active Past President shall chair the committee.
8. **PUBLICITY AND PROMOTION:** responsible for design and procurement of promotional material including brochures for distribution.
9. **SHOWCASE OF IDEAS:** this committee is charged with providing an exhibit at the national square dance convention showcase of ideas and arranging for its display.
10. **STATISTICS/TENNESSEE TRAVELER:** provides pertinent statistics on square and round dancing in the association area. In charge of the Tennessee Traveler program to encourage visiting among the association clubs.
11. **WEBMASTER:** responsible for the maintenance of the association's internet website. Assures that the information is up-to-date by expeditiously including changes.

- C. **SPECIAL COMMITTEES:** special committees may be appointed by the President whenever necessary, subject to the approval of the Executive Committee.

ARTICLE IX. STATE CONVENTION:

- A. **FREQUENCY:** a state convention will be held each year.
- B. **COMMITTEE:** provides all services necessary to conduct the annual convention and maintains records of all actions taken for the benefit of subsequent conventions.
 - 1. **CHAIRMAN:** the chairman of the state convention committee shall be elected by the Executive Committee. The term of office shall begin on July 1 of odd years and end at the conclusion of the state convention in the second occurrence of an even numbered year. The state convention committee chairman may be elected for an unlimited number of terms. Nothing in the By-Laws may be construed to preclude the association from accepting bids to host the convention. Should the Executive Committee accept a bid to host the state convention, the chairman of the state convention committee will retain primary accountability for the convention as well as the necessary authority to ensure satisfactory execution of the bid including continuity in the format and implementation of the convention. Two people may hold the office simultaneously as one completes a convention in an even numbered year and the other is elected in an odd numbered year to begin the convention following the final convention of their predecessor.
 - 2. **TREASURER:** the Treasurer of the state convention committee will have custody of all funds and accounts for the state convention. The Treasurer shall keep a record of all monies collected and disbursed, shall give a financial report at each state convention meeting and Executive Committee meeting, and shall have the books available at any reasonable time for inspection by the state convention committee, state association Treasurer, or Executive Committee. The Treasurer shall present a final report which shall include all financial activity for the convention, the said final report having first been audited by the auditing committee. All financial records shall be provided to the state association Treasurer upon request as needed to complete the annual Internal Revenue Service information return. The monies shall be deposited in the name of the association and provisions made so disbursements can be made only over the signature of the Treasurer, or in the event the Treasurer cannot perform the duties of the office, the state convention Chairman or the state association President. The Treasurer shall be bonded as specified by the Executive Committee. The position of state convention Treasurer may be held by the state association Treasurer. Multiple people may hold the office simultaneously as one completes a convention and another is appointed for a succeeding convention.

ARTICLE X. TRAVEL AND LODGING EXPENSE: a per diem may be provided toward the cost of lodging expenses in attending Executive Committee meetings. In addition, per mile reimbursement may be provided toward the cost of travel for those providing transportation. The amount of per diem and/or per mile reimbursement will depend on the financial status of the association and shall be governed by the Standing Rules.

ARTICLE XI. PARLIAMENTARY AUTHORITY: Robert's Rules of Order Newly Revised shall be followed at all meetings of the association.

ARTICLE XII. BY-LAW AMENDMENTS: the By-Laws may be amended by a two-thirds (2/3) affirmative vote of the voting members of the Executive Committee at two successive regularly scheduled meetings.

ARTICLE XIII. STANDING RULES: Standing Rules will provide additional governance for carrying on the activities of the association. The standing rules must be approved by the Executive Committee and can be changed without amending the Constitution and/or By-Laws providing the Executive Committee approves of any changes.

ARTICLE XIV. INITIAL GOVERNANCE: the names of the officers who are to manage the affairs of the Tennessee Association of Square and Round Dance Clubs, Incorporated until the first election or appointment under this charter shall be as follows:

	Name
Chairman	<u>(signed) Bill & Ruby Alderman</u>
Co-chairman	<u>(signed) John & Janet Hughes; George & Wanda Jones</u>
Secretary	<u>(signed) Reba Jeanne Kelly</u>
Treasurer	<u>(signed) Tom Jackson</u>

We the undersigned Area Coordinators representing our respective areas of the Tennessee Association of Square and Round Dance Clubs, Inc. do hereby authorize, approve, and attest the Constitution and By-Laws of the Tennessee Association of Square and Round Dance Clubs, Inc. on this 21st day of October, 1974.

Area 1.	Eddie Ramsey	Area 4.	Lynn W. Mansell
Area 2.	Ed Strasser	Area 5.	Bob Kemper
Area 3.	Joe Flatt	Area 6.	J. W. Arnold

DATES OF AUTHORIZED BY-LAW CHANGES:

Article I

Section A; revised 10-13-13
Section B; revised 10-13-13
Section C; revised 2-13-94, 10-13-13
Section D; revised 2-13-94
Section F; revised 10-13-13
Section G; revised 10-13-13
Section H; revised 10-13-13

Article II

Section A; revised 2-9-86

Article III

Section A; revised 2-13-94, 10-13-13
Section B; revised 2-13-94, removed 10-13-13, relettered sections C-F
Section C; revised and relettered to section B 10-13-13
Section D; revised 10-2-79, relettered to section C 10-13-13
Section E; revised 2-13-94, relettered to section D 10-13-13
Section F; revised 2-13-94, revised and relettered to section E 10-13-13

Article IV

Section B; revised 6-29-80

Article V

Section A
Paragraph 3; revised 2-xx-14
Paragraph 5; revised 10-13-13
Section B; revised 10-13-13
Section C; revised 2-9-86

Article VI

Section A; revised 10-13-13
Section 1; revised 2-13-94
Section 2; revised 2-13-94
Section B; revised 6-3-90
Section D; added 2-11-96

Article VII

Section A; revised 10-10-87, 10-13-13
Paragraph 1; revised 10-13-13
Paragraph 2; deleted 2-9-86
Paragraph 2; revised 10-10-87, 10-13-13
Paragraph 3; renumbered to Paragraph 2 2-9-86
Paragraph 4; renumbered to Paragraph 3 2-9-86
Paragraph 5; revised and renumbered to Paragraph 4 2-9-86
Paragraph 6; renumbered to Paragraph 5 2-9-86; deleted 10-13-13
Paragraph 6; revised 10-10-87, renumbered to Paragraph 5 10-13-13
Paragraph 7; revised 10-15-77
Paragraph 7; renumbered to Paragraph 6 2-9-86
Paragraph 7; renumbered to Paragraph 6 10-13-13

Paragraph 8; renumbered to Paragraph 7 2-9-86
Paragraph 8; renumbered to Paragraph 8 2-9-86
Paragraph 8; revised and renumbered to Paragraph 7 10-13-13

Article VIII

Section A; revised 10-15-77, 10-13-13
Paragraph 7; added 1-23-77
Section B; revised 10-8-00
Paragraph 1 renumbered to 2; 10-13-13
Paragraph 2 renumbered to 1; 10-13-13
Paragraph 3 renumbered to 4; 10-13-13
Paragraph 3 added 10-13-13
Paragraph 4 revised and renumbered to 5; 10-13-13
Paragraph 5 renumbered to 8; 10-13-13
Paragraph 6 renumbered to 10; 10-13-13
Paragraph 7 deleted 10-13-13
Paragraph 8 revised and renumbered to 10; 10-13-13
Paragraph 9 revised and renumbered to 6; 10-13-13
Paragraph 10 revised and renumbered to 9; 10-13-13
Section D; revised 6-2-85
Section D; deleted 10-8-00
Section D; deleted 10-13-13
Section E; added 1-23-77
Section E; renumbered to Section D 1-23-77

Article IX

Section A; revised 2-16-80, 10-13-13
Section B; added 10-13-13

Article X

revised 10-13-13

Article XI

Section A; revised 10-15-77; 10-13-13

Article XI

revised 10-13-13

Article XIII

revised 10-13-13

Minor editorial changes

2-13-94, 10-13-13

TENNESSEE STATE ASSOCIATION OF SQUARE AND ROUND DANCE CLUBS, INC.

Standing Rules

RULE I. EXECUTIVE COMMITTEE MEETINGS:

- A. Executive committee meeting starting time shall be 9:00 AM local time.
- B. The February meeting will be held in Area II due to unpredictable weather conditions.
- C. The hosting area has the following duties:
 - 1. Provide a meeting place for the executive committee meeting.
 - 2. Perform any task associated with committee meeting arrangements.
 - 3. Host a dance for the executive committee.
- D. The location of the meeting sessions on Saturday and/or Sunday may be off the hotel premises.
 - 1. On Saturday, the facility should be available from 1:30 PM to 4:30 PM local time. Chairs must be provided for all participants.
 - 2. On Sunday, the facility should be available from 8:00 AM to 1:00 PM local time. Chairs must be provided for all participants. No food or beverage will be provided.
- E. An allowance of one hundred dollars (\$100.00) for rental of either facility is approved when the meeting has been awarded. Only one such allowance is approved, unless prior approval has been given by the executive committee.
- F. Executive committee members shall not be entitled to free attendance at the Saturday night dance. This will preclude the presence of the executive committee becoming a burden to the host club.
- G. The order of business will follow Roberts Rules of Order Newly Revised.
- H. The recording secretary shall send the minutes of the meeting to the persons designated in Bylaws Article I. H within fifteen (15) business days after the meeting.

RULE II. BADGE: the official badge of the state association shall be purchased by individual members. The executive committee members should wear the official state badge to all state meeting and functions. The official state board badge vendors shall be Lowell's Place in Oklahoma and/or Graphic Engraving of Atlanta.

RULE III. FLAGS: the American flag and the Tennessee state flag should be displayed at all state festivities and activities. The Vice-President shall be the custodian.

RULE IV. ALCOHOLIC BEVERAGES: there shall be no use of alcoholic beverages of any kind associated with any square and round dancing.

RULE V. EXPENSE VOUCHERS:

A. TRAVEL AND LODGING

1. Reimbursement applies to state officers, standing and special committee chairmen, past presidents, area delegates and others who may be approved by the executive committee.
2. Reimbursement may not exceed \$45.00 per diem for lodging for every delegate, officer and committee member and \$0.40 per mile for driving personal vehicle.

B. STATE CONVENTION

1. The state convention committee's budget proposal shall be subject to approval by the Executive Committee.
2. When hosted by a state association area, the area association will receive a flat 20% of the profit from the convention.

C. OTHER EXPENSES

1. All vouchers, whether for personal or other expenses, will be submitted for approval to the President, who will promptly approve and forward to the Treasurer for payment or return to the requester indicating the reason for disapproval.
2. Vouchers for delegates' expenses shall be approved by the Area Vice President instead of the President. However, vouchers for USDA insurance payments which have been approved by the Insurance Chairman do not have to be presented to the President for additional approval.

RULE VI. SQUARE DANCE AND ROUND DANCE MONTH: the month of September each year shall be proclaimed "State Square and Round Dance Month". There should be a unified effort to publicize square and round dancing throughout Tennessee.

RULE VII. DUES: annual membership dues are \$15.00 for area associations and \$5.00 for clubs, payable July 1 of each year.

RULE VII. CLUB REGISTRATION FORM: club registration forms will be distributed at the February board meeting to the Area Vice Presidents who will distribute and collect the completed forms with the proper fee. The completed forms and payments will be turned in to the Treasurer. Following the recording of the payments, the Treasurer will forward the completed forms to the Statistics chairman.

RULE IX. AMENDMENTS TO STANDING RULES: these standing rules may be amended at any regular meeting with a two thirds (2/3) vote of the members present in accordance with quorum as established in Bylaws Article IV. D.

ADDENDUM 1: AREA ALIGNMENT

- Area I Benton, Carroll, Chester, Crockett, Decatur, Dyer, Fayette, Gibson, Hardeman, Hardin, Haywood, Henderson, Lake, Lauderdale, Madison, McNairy, Obion, Shelby, Tipton, Weakley, De Soto (MS)
- Area II Cheatham, Davidson, Dickson, Henry, Hickman, Houston, Humphreys, Jackson, Lewis, Macon, Marshall, Maury, Montgomery, Perry, Robertson, Rutherford, Smith, Stewart, Sumner, Trousdale, Wayne, Williamson, Wilson
- Area III Blount, Cocke, Hamblen, Jefferson, Knox, Loudon, Monroe, Sevier
- Area IV Bledsoe, Bradley, Hamilton, Marion, McMinn, Meigs, Polk, Sequatchie, DeKalb (AL), Catoosa (GA), Dade (GA), Whitfield (GA)
- Area V Anderson, Campbell, Claiborne, Clay, Cumberland, Fentress, Morgan, Rhea, Roane, Overton, Pickett, Putnam, Scott, Union
- Area VI Carter, Grainger, Greene, Hancock, Hawkins, Johnson, Sullivan, Unicoi, Washington
- Area VII Bedford, Cannon, Coffee, DeKalb, Giles, Grundy, Franklin, Lawrence, Lincoln, Moore, Van Buren, Warren, White

DATES OF AUTHORIZED STANDING RULE CHANGES:

Unspecified

October 1997

February 2011

October 2011

Rule I

Paragraph A

Subparagraph 3; revised 10-13-13

Paragraph I; deleted 10-13-13

Rule III; deleted 10-13-13

Rule IV; revised, renumbered to III 10-13-13

Rule V; renumbered to IV 10-13-13

Rule VI; renumbered to V 10-13-13

Paragraph A

Subparagraph 1; deleted 10-13-13

Subparagraph 2; revised 10-13-13

Subparagraph 3; deleted 10-13-13

Paragraph B

Subparagraph 1; created 10-13-13

Subparagraph 1; revised and renumbered to 2 10-13-13

Paragraph C

Subparagraph 1; deleted 10-13-13

Subparagraph 2; renumbered to 1 10-13-13

Subparagraph 3; revised and renumbered to 2 10-13-13

Rule VII; renumbered to VI 10-13-13

Rule VIII; renumbered to VII 10-13-13

Rule IX; revised and renumbered to VIII 10-13-13

Rule X; renumbered to IX 10-13-13

Addendum A: revised 10-13-13

Minor editorial changes 10-13-13

Rule V. A.2 Reimbursement

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