

# ERIE CHAPTER BYLAWS

**ADOPTED: November 2000, amended November 2019**

## ARTICLE I

### Name and Seat

The name of this chapter of USA Dance shall be known as Erie Chapter 3032.

The seat of the ERIE CHAPTER shall be the address of the incumbent president unless otherwise directed by the board.

## ARTICLE II

### Purpose

This local organization shall function as the Erie Chapter of USA Dance and will:

1. Engage in activities which serve to promote and support amateur ballroom dancing to the extent allowed by USA Dance National's Bylaws and rules.
2. Act as a liaison between the Erie Chapter and USA Dance National as required.
3. Provide a focal point for local amateur ballroom dancing.
4. Develop local facilities for members.
5. Promote ballroom dancing in the Erie area and educate the public about the physical, mental, and social benefits of ballroom dancing.
6. Welcome beginner dancers and help them get started in ballroom dancing.
7. Promote and sponsor amateur ballroom dancing for competitors, social dancers, and the general public.
8. Work toward having ballroom dancing recognized as an art form, a lifetime recreational activity, and an Olympic Sport.

## ARTICLE III

### Membership

USA Dance National granted chapter status to the Erie Chapter in September 1994. Members of USA Dance (National) in good standing, who have registered to be listed as part of the Erie Chapter, will be considered to be **voting** members of the Erie, PA chapter of USA Dance. A registered member is one who appears on the monthly USA Dance National membership list that is distributed to the Erie Chapter officers. Membership is open to the general public, and is attained by filling out an application and paying the appropriate fee to USA Dance National.

48 Only voting members of USA Dance, Erie Chapter are eligible to vote in an election of  
49 board members or to change or add to the bylaws.

## 52 **ARTICLE I V**

### 54 **Board of Directors**

- 56 A. **AUTHORITY:** The management and administration of this chapter shall be vested in  
57 the Board of Directors (hereafter called 'the board'), however; the board is ultimately  
58 responsible to the voting members of the organization.
- 60 B. **COMPOSITION:** The board shall consist of 7 or 9 members.
- 62 C. **QUALIFICATIONS:** The members must be voting members of the Erie in good  
63 standing.
- 65 D. **GENERAL ELECTIONS:**
- 66 1. An election to fill vacancies on the board shall be held once a year (herein called a  
67 'General Election')
  - 68 2. Terms of office for board members shall be 2 years in length. The term shall begin on  
69 January 1 of the calendar year following their election and expire on December 31 of  
70 the second year of their office.
  - 71 3. Board members may run for re-election as many times as they wish.
  - 72 4. Details of the election procedure are given in Appendix A.
- 74 E. **RESIGNATION:** A board Member may resign at any time. Resignations shall be  
75 submitted in writing and will become effective at the time specified therein. If no time  
76 is specified, then it is effective upon receipt.
- 78 F. **RESIGNATION BY ABSENCE:** A board Member who is absent from more than three  
79 (3) consecutive board meetings or absent from more than sixty percent (60%) of the  
80 total meetings of the board during any six (6) month period, may, upon concurrence  
81 of a majority of the remaining board Members, be considered to have resigned by  
82 absence.
- 84 G. **VACANCIES:** The board shall fill vacancies on the board by appointment.

## 87 **ARTICLE V**

### 89 **Officers**

- 91 A. **OFFICER POSITIONS:** The officers of the chapter shall include the following:
- 93 1. President
  - 94 2. Vice-President
  - 95 3. Secretary

96 4. Treasurer.

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98 B. QUALIFICATIONS: Officers must be voting members of the Erie Chapter. They must  
99 also be board members.

100  
101 C. ELECTIONS:

- 102 1. All vacant officer positions shall be filled or ratified by a majority roll call vote of the  
103 board as the first item of business when any of the following occurs:  
104 a. When the organization meeting of the board is held following a general election; or  
105 b. When an officer position is vacated for any reason.  
106 2. The length of an officer's term is one year. The term begins at the organizational  
107 meeting and expires at the next organizational meeting. The annual organizational  
108 meeting is held after the yearly election.  
109 3. In the event that an officer position becomes vacant before the term expires, the  
110 board will elect a replacement from the board members.  
111 4. An officer may also be removed from their office by a majority of the current board  
112 members. The removed officer retains the full board member duties and  
113 responsibilities and continues as an active board member until the end of their  
114 elected term. The newly elected officer may remain in office for the remainder of the  
115 term of the officer replaced.

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117 D. Organizational Meeting:

- 118 1. The President shall call an organizational meeting of the newly elected board as  
119 soon as possible after the election. All members of the immediate past board should  
120 be invited to this meeting.  
121 2. The board shall entertain nominations for the office of President and shall conduct a  
122 vote.  
123 3. Once elected, the new president shall conduct the elections of the remaining officers.  
124 4. At the next board meeting, the new president should provide a board training  
125 workshop, which shall include a review of the bylaws of the Erie Chapter.  
126 5. At the organization meeting, the former officers shall transfer USA Dance Erie  
127 Chapter records to the newly elected officers.

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129 E. PRESIDENT'S AUTHORITY AND RESPONSIBILITIES:

130 The President shall:

- 131 1. Preside at all meetings of the Erie Chapter.  
132 2. See that the orders and resolutions of the board are carried out.  
133 3. Be an *ex-officio* member of all Erie Chapter committees.  
134 4. Have other authorities and responsibilities as designated by the board.  
135 5. Provide leadership, direction, and vision to the chapter.

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138 F. VICE PRESIDENT'S AUTHORITY AND RESPONSIBILITIES:

139 The Vice-President shall:

- 140 1. Act in the place and stead of the President in his or her absence or incapacity.

2. Succeed the President in the event of a vacancy in the office of the President until a new President is elected.
3. Have other authorities and responsibilities as designated by the board.

G. SECRETARY'S AUTHORITY AND RESPONSIBILITIES:

The Secretary shall:

1. Keep the minutes of all meetings of the Erie.
2. Record all votes at meetings and actions taken between meetings.
3. Distribute the minutes to all board members before the next regular meeting.
4. Correspond with other individual and organizations on behalf of the chapter.
5. Maintain the Erie Chapter Bylaws and distribute copies to all board members.
6. Have other authorities and responsibilities as designated by the board.

H. TREASURER'S AUTHORITY AND RESPONSIBILITIES

The Treasurer shall:

1. Be responsible for collection and depositing all monies received by the Erie Chapter.
2. Sign all checks, drafts and notes of the Erie Chapter.
3. Maintain complete and accurate financial records.
4. Present financial statements at board meetings.
5. Perform any financial reporting requirements of USA Dance National.
6. Prepare an annual budget and present it to the board.
7. Have other authorities and responsibilities as designated by the board.

- I. DELEGATION: Officers may delegate specific tasks to other individuals or committees, but shall retain responsibility for those tasks. These tasks shall not supersede or replace the duties or responsibilities of the elected officers or board members. For example, the board may not delegate the cosigning of checks to other than the treasurer or any one of the officers. Officers may not delegate their official duties to others. They may appoint assistants to help them with their work. The assistants may not vote on any board resolutions. Nor may they perform any official duties such as preside at meetings or sign checks.

- J. RESIGNATION: An officer may resign at any time. Resignations shall be submitted in writing and will become effective at the time specified therein. If no time is specified, then it is effective upon receipt. After resignation as an officer, the individual shall continue to be a board member for the remainder of his/her elected term, unless also resigning from the board.

## ARTICLE V I

### Standing Committees

- A. The standing committees of the Erie Chapter may include:

1. Dance planning committee.
2. Membership committee.

- 187 3. Nominating committee.  
188 4. Election committee.  
189 The standing subcommittees of the dance planning committee may include:  
190 1. Publicity committee.  
191 2. Hospitality committee.  
192 3. Dance setup and teardown committee.  
193 4. Registration committee. The treasurer shall chair the registration committee.  
194 5. Exhibition committee.  
195 6. Dance lesson committee.  
196 7. Music committee.  
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198 B. Authority: Standing and ad-hoc committees may be created or dissolved by, given  
199 specific authorities, responsibilities and/or tasks by the board.  
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201 C. CHAIRPERSON: Each committee shall have a chairperson appointed by the board.  
202 The board may appoint a new chairperson at any time. A chairperson must be a  
203 member of the Erie USA Dance Chapter.  
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205 D. CHAIRPERSON'S RESPONSIBILITIES;  
206 The Chairperson shall be responsible for:  
207 1. Presiding over the committee's meetings.  
208 2. Recruiting, appointing and dismissing committee members.  
209 3. Effectively implementing the authorities, responsibilities and/or tasks assigned to  
210 the committee by the board.  
211 4. Reporting on the committee's actions to the board in writing or in person at intervals  
212 determined by the board.  
213 5. Seeing that the committee abides by the USA Dance National Bylaws and Rules  
214 and the policies of the Erie Chapter.  
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216 E. LIMITATIONS: Committees shall not:  
217 1. Incur indebtedness on behalf of the Erie Chapter or otherwise commit the Erie  
218 Chapter without prior approval of the board.  
219 2. Circumvent or alter the rules, policies or procedures of USA Dance National or the  
220 Erie Chapter.  
221 3. Exceed their prescribed duties or functions.  
222  
223 F. Membership of committees:  
224 The board will appoint the members of the standing committees at the annual  
225 organization meeting. At least one of the members of the following committees must  
226 be a board member:  
227 1. Dance planning committee.  
228 2. Membership committee.  
229 3. Registration committee.  
230  
231 G. Duties of Committees

1. Dance planning committee.  
The dance planning committee is responsible for:
  - a. Deciding the dates, locations, and themes of the monthly and special event dances.
  - b. Appointing the members and chairperson of its subcommittees (publicity committee, hospitality committee, dance setup and teardown committee, registration committee, exhibition committee, music committee, and the dance lesson committee.
  - c. Coordinating the activities of the subcommittees so that each dance event functions smoothly and provides the maximum dance experience for each member.
2. The publicity committee shall send notices in a timely manner to local media outlets and social media.
3. The hospitality committee is responsible for assuring that all newcomers to our dance events are provided with a friendly, inviting atmosphere.
4. The dance setup and teardown committee is responsible for arranging tables, chairs, decorations, refreshments, and other miscellaneous items that provide a comfortable environment for the dances. They are also responsible for returning the dance hall to the condition required by the landlord.
5. The registration committee is responsible for providing personnel for the registration table. They will also establish the registration procedures to be followed at each dance. They will also recommend discount policies for admission for board approval. The treasurer will chair the registration committee.
6. The exhibition committee is responsible for inviting dancers to perform exhibitions during the dances. This committee has the authority to set criteria on what kind of dances are appropriate for our members. They can also decide who and how many dancers provide the exhibition if there are multiple offers for exhibitions. Any fees required by exhibition dancers must be approved by board resolution.
7. The music committee is responsible for selecting the music provider for the dance events.
8. The dance lesson committee will invite instructors for the lessons that are included in each monthly dance. They may invite instructors who are not members of the Erie Chapter after priority is given to instructors who are members of the Erie Chapter.

## ARTICLE V I I

### Meetings

- A. REGULAR MEETINGS: Regular meetings of the board shall be held as determined by the board, but must include at least once every 4 months. Board meeting information should be communicated to all members. All members of the Erie Chapter are eligible to attend and may speak at the public comment portion of the meeting agenda.
- B. SPECIAL MEETINGS: Special meetings may be called for any purpose at the order of the president, or he/she is absent, unable or refuses to act, then on order of the vice

279 president or any three (3) members. Notice of special meetings must be  
280 communicated to all board members and committee chairpersons at least two (2) days  
281 in advance.

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- 283 C. GENERAL MEETINGS: A meeting may be held at least once each calendar year for  
284 the entire USA Dance Erie Chapter membership at no cost to the members attending.  
285 Notice of the meeting shall be made in writing to all Erie Chapter members at least two  
286 (2) weeks in advance. Amendments to the bylaws shall be voted upon at this meeting.  
287
- 288 D. VOTES: Unless otherwise specified in these Bylaws, all decisions of the chapter shall  
289 be reached by a simple majority of the board members present at a meeting, provided  
290 a quorum of two-thirds (2/3) of all current board members exists.  
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- 292 E. TIE VOTES: Votes resulting in a tie shall be re-considered at a later time.  
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- 294 F. Meetings in the absence of a quorum: In the absence of a quorum, the board may  
295 hear reports and hold discussions; however, any decisions reached must be approved  
296 by the required number of board members at a later time before taking effect.  
297
- 298 G. VOTES BETWEEN MEETINGS: Between meetings, decisions which cannot or should  
299 not be delayed until the next meeting may be made with the agreement of at least one-  
300 half (1/2) of the total number of board members by telephone, etc. These decisions  
301 shall be documented and presented to the full board at the next meeting.  
302
- 303 H. MEETING ATTENDANCE: Board meetings shall be open to the public, unless the  
304 board must go into executive session for items of a sensitive nature.  
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## 306 **ARTICLE V I I I**

### 307 **Parliamentary Authority**

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310 The most recent edition of Robert's Rules of Order, Newly Revised shall be the  
311 Parliamentary Authority of the Erie Chapter except where they are inconsistent with the  
312 USA Dance National Bylaws or Rules, these Bylaws or any special rules the board may  
313 adopt.  
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## 315 **ARTICLE I X**

### 316 **Amendments and Conflicts**

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- 319 A. AMENDMENTS:
- 320 1. Amendments may be proposed by the board or by members of the chapter. The  
321 board should review the bylaws prior to the general election and annual meeting and  
322 recommend any revisions or amendments. All voting members of the chapter must  
323 receive a copy of any proposed changes to the bylaws within 2 weeks of the annual  
324 meeting.  
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2. Bylaws may be repealed or amended by two-thirds vote of the voting members of the chapter whom are present at the annual meeting.

B. NOTIFICATION: After amendment, copies of the new bylaws shall be provided to the USA Dance National President, Secretary and Regional Vice-President.

C. CONFLICTS: In the event of conflicts, the order of priority of control shall be:

1. USA Dance National Bylaws and Rules.

2. These Bylaws.

3. Policies adopted by the board.

## ARTICLE X

### Handling of Funds

A. The treasurer is responsible for handling all funds for the chapter. All checks must be signed by the treasurer. All monies received by members of the chapter for activities must be deposited promptly in the USA Dance Erie Chapter checking account, One exception occurs when checks are received for reservations for a dinner dance. These checks may be held until there is a reasonable expectation that the dinner will not be cancelled due to insufficient attendance.

B. The treasurer will have custody and maintain a petty cash fund. The petty cash fund is used mainly to provide change at the registration desk. The limit for the cash fund shall be \$55. The petty cash fund shall have a separate accounting record.

C. All disbursements of monies should be made from the Erie Chapter checking account. Members who incur reimbursable expenses are required to submit the appropriate form to the treasurer. The treasurer will decide conflicts over what is a reimbursable expense. Appeals may be made to the board.

D. The limit for funds disbursed without board approval is \$200.

### Bylaws Appendix A election procedure

A. The current board of directors should appoint the nominating and elections committee by July 1. The committee should consist of a minimum of three members; however, five members are recommended. No members of the committee may be candidates for election. The president of the chapter may not be a member of the committee.

B. The committee shall also make a public general request for volunteers to be candidates for election to the board. All candidates nominated shall be members in good standing.



- 370 C. After September 1, the committee shall decide if there have been enough open nominations to  
371 fill the open board positions. If there are not enough open nominations, the committee must  
372 solicit qualified members to fill these positions.  
373
- 374 D. Election procedure
- 375 1. The committee shall conduct the election at a general membership meeting. Email votes  
376 may be accepted from members not able to attend the membership meeting. Care must be  
377 taken to ensure that only members in good standing cast votes and that there be only one  
378 vote cast per member.
  - 379 2. The committee should appoint three tellers to open and tally all written ballots and to certify  
380 the election results. The tellers should be members in good standing, who are not board  
381 members, members of the committee or candidates for office.
  - 382 3. The tabulated results shall be validated by signature of all committee members and  
383 delivered to the board for reporting to the chapter.
  - 384 4. The committee shall maintain, in a safe place, the original ballots until six months after the  
385 results have been announced. At that point the ballots are to be destroyed.  
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