

ORGANIZATION AND BYLAWS
for the
Capital City Country Dancers
and
Capital City Country Dance Orchestra

hereinafter included under the single organizational name

Capital City Historical Dancers and Musicians

These bylaws adopted at the organizational meeting March 30, 2012.

Two amendments adopted at first board meeting April 19,2012.

WHEREAS a community of friends has actively maintained traditional folk dancing in Frankfort, Kentucky for the past eleven years, and a community of musicians has provided historical music for the dancers over the past ten years; and

WHEREAS this community of friends, dancers and musicians preserves the uniquely American tradition of community-based intergenerational folk dancing as well as a large variety of folk dances and associated music in the AngloAmerican tradition that has accumulated over the past several hundred years; and

WHEREAS these historically significant dances and music include Elizabethan and later periods of the British Isles, as well as American Colonial, early American and later periods up to and including contemporary American folk dances and music, all of which represent living history that is being preserved by Frankfort dancers and musicians; and

WHEREAS these friends, dancers and musicians deem it desirable that these worthy activities should continue permanently in an organized and self-sustaining manner,

NOW THEREFORE, these bylaws are adopted to give these things permanence in Frankfort, and to guide present and future members and leaders of the Frankfort folk dance and music community in pursuing and maintaining the following statement of purpose:

<p>PURPOSE: American folk dances and the associated traditional music embody fundamental values of great worth to our culture, our nation and our children. We can promote these values by <i>opening doors</i> for greater participation by new dancers, dance callers and musicians – and, especially, by nurturing newfound love of traditional music and dance by young people. There is no more wholesome way for friends and families to share time together than in the fellowship of dance and making the music of dance. Our job is to use, and thereby preserve as living history, the joyful dances and music we have inherited – and to <i>pass it all on to the next generation</i>.</p>

ESTABLISHMENT, NAMES and NOT-FOR-PROFIT STATUS: There is hereby established an organization to carry out the above stated purpose, the organizational name of which shall be **Capital City Historical Dancers and Musicians**. The organization's constituent elements shall

be the existing Frankfort/Franklin County community of dancers and musicians now known as the **Capital City Country Dancers** and the **Capital City Country Dance Orchestra**, whose names shall be continued. The organization shall conduct its business in the manner of a not-for-profit organization, and may at some future time opt to make such status official through the IRS 501(c)(3) option made available by the Country Dance and Song Society of America.

MEMBERSHIP: Any eligible dancer, musician or interested person may be a member of the **Capital City Historical Dancers and Musicians** by signing name and date in a membership roster maintained by the vice-president or the vice-president's designee. Persons eligible for membership shall be at least eighteen years of age, with proviso that capable youths under age eighteen may be appointed to serve on committees in order to effectively represent the youthful point of view regarding organizational business. With guidance by their elected officers, all members shall be collectively responsible for operations and activities of the organization specified under the Committees, Functions and Duties section below.

OFFICERS: There shall be six elected officers: a president, a vice-president, a secretary, a treasurer, a music director and an associate music director.

VOTING ELIGIBILITY: All members of the organization shall be eligible to vote for the offices of president, vice-president, secretary and treasurer. The musician members of the Capital City Country Dance Orchestra shall be exclusively eligible to vote in electing their music director and associate music director.

ELECTIONS AND ELIGIBILITY: The first election of the six officers shall be conducted immediately after these bylaws are adopted. Subsequent elections shall be conducted annually thereafter. After the first election, any member who has been a signed member for not less than one year, including incumbent officers who have not yet completed a full three-year term of office, shall be eligible to be elected to the particular offices being filled in any election. If any office is otherwise vacated before its term, the president shall immediately fill the vacancy by temporary appointment for the remainder of the term. Duties of the officers are as specified hereinafter under Committees, Functions and Duties.

TERMS OF OFFICE AND TERM LIMITS: A term of office shall be three years. Except as provided under First-Time Rotation below, the president, vice-president, secretary and treasurer may, with their consent, be reelected to a second term in the same office. A person who serves six consecutive years in the same office shall not be eligible for election to any office until twelve months out of office have elapsed. In event of a resignation from any of these four offices, the president shall immediately fill the vacancy by temporary appointment for the remainder of the term. There shall be no limit on the number of times the music director and associate music director may be reelected to additional terms of office. In event of a resignation from either of these two offices, the musician members of the Capital City Country Dance Orchestra shall collectively choose a temporary replacement for the remainder of the term.

ESTABLISHMENT OF ANNUAL ROTATIONS: To establish annually renewing leadership and organizational revitalization, the initial officers' terms shall be rotated as follows. At the end of the first year the term of the initial vice-president and secretary shall terminate, and an election

shall be held to elect the next vice-president and secretary to regular three-year terms, respectively. At the end of the second year the term of the initial treasurer and associate music director shall terminate, and an election shall be held to elect the next treasurer and associate music director to regular three-year terms, respectively. The initial president and music director each shall serve one full three-year term, at the end of which an election shall be held to elect the next president and music director to regular three-year terms, respectively.

COMMITTEES, FUNCTIONS AND DUTIES:

There shall be five standing committees as follows.

1. Planning and Programming Committee: The committee shall be responsible to address policy and procedural matters as may arise from time to time, to ensure implementation of all regular dances, special dances and other organizational events, and to conduct all its activities in a manner pursuant to the organization's purpose. "Implementation" includes reservation of a venue appropriate for each occasion; negotiating cost and terms of use for each venue; availability of music and one or more callers at events; arranging and conducting elections; and arranging and conducting the annual meeting. The committee shall have a minimum of three members who shall be the president, vice-president and music director. The president shall chair the committee, and may from time to time appoint additional temporary members as deemed appropriate. The president shall maintain membership in the Country Dance and Song Society of America.

2. Publicity and Membership Committee: The committee shall be responsible to implement unceasing publicity, and to conduct all its activities in a manner pursuant to the organization's purpose. The committee shall explore and use every possible publicity medium – purchased, free and volunteer – to the maximum extent feasible. Publicity shall be designed with intent to maximize the number of dancers at every dance occasion, and sustain continual recruitment of new members into the organization. The committee shall maintain the membership roster and report on membership status at each annual meeting. While placing new member recruitment priority in Franklin County and environs, the committee shall initiate regional publicity for its events, targeted to reach dancers in Louisville, Lexington, and elsewhere as applicable. The committee shall have a minimum of five members who shall be the vice-president, the treasurer, and three other members recruited by the vice-president. The vice-president shall chair the committee, and may from time to time appoint additional temporary members as deemed appropriate. The vice-president shall maintain membership in the Country Dance and Song Society of America (CDSS). The committee shall maintain national status for the organization as an associate member of CDSS, ensure annual renewals of that associate membership, and encourage all members to join and maintain membership in CDSS.

3. Refreshments and Children Committee: The committee shall be responsible to ensure availability of potluck refreshments (plus water, cups, napkins, etc) and a serving table at regular dance events, refreshments at special events, and to conduct all its activities in a manner pursuant to the organization's purpose. Healthful fare appropriate for both adults and children shall be encouraged. The committee shall ensure appropriate oversight and engaging activities for children attending events who are too young to dance with adults or do not otherwise participate in all dances. The committee shall have a minimum of four members who shall be the secretary and three other members recruited by the secretary, two of whom shall be member parents of

children who attend organizational events. The secretary shall chair the committee, and may from time to time appoint additional temporary members as deemed appropriate. The secretary shall maintain membership in the Country Dance and Song Society of America.

4. Financial Management Committee: The committee shall be responsible to ensure all monetary collections and payments pursuant to the organization's activities, and to conduct all its activities in a manner pursuant to the organization's purpose. Collections include but are not limited to: full-season fees paid by persons registering at the beginning of a dance season; incidental per-night admissions to regular dances; and receipts of special events. Payments include but are not limited to: payments due to each host facility; special event costs as applicable; and annual renewal of associate membership in the Country Dance and Song Society of America. The treasurer shall have authority to open a checking account as deemed necessary, and each check written from such account shall require a second signature as specified by the Planning and Programming committee. The committee shall, in coordination with the other committees, develop policies and provisions for scholarships that promote folk dancing and associated musicianship. The committee shall have a minimum of three members who shall be the treasurer and two other members recruited by the treasurer. The treasurer shall chair the committee, and may from time to time appoint additional temporary members as deemed appropriate. The treasurer shall maintain membership in the Country Dance and Song Society of America.

5. Music Committee: The committee shall be responsible to ensure the availability of live music at all regular dances and at special events as applicable, to recruit additional musicians, and to conduct all its activities in a manner pursuant to the organization's purpose. The committee shall be a committee of the whole consisting of all members of the Capital City Country Dance Orchestra. Meetings of the committee shall be chaired by the associate music director, who also shall serve as acting music director in the absence of the music director. The music director shall maintain membership in the Country Dance and Song Society of America.

MEETINGS, MINUTES AND RECORDS: All meetings of the organization shall be open meetings, and any member may attend any meeting. Routine meetings of the five standing committees shall be preceded by at least seven days notice of each meeting's planned agenda provided to the committee's members and to other members with reasonable interest in the agenda. The person chairing every meeting shall designate a person to record minutes of all business covered. Signed minutes of every meeting shall be provided to the secretary, who shall maintain the official file of all organizational business and records.

ANNUAL MEETING: There shall be an annual meeting of all the members, conducted at a time and place designated by the Planning and Programming Committee. A minimum one-month notice, with planned agenda, shall be provided to all members in advance of each annual meeting. The annual meeting shall be chaired by the president and minutes kept by the secretary. Business conducted at each annual meeting shall minimally include, and is not limited to:

- 1) a summary report by each committee of its business conducted during the year, with opportunity provided for discussion of that business;
- 2) presentation, and opportunity for revisions of, the proposed schedule of regular and special events for the year ahead. The proposed schedule shall be adopted upon approval by a majority vote of the members present at the annual meeting;

