

Constitution and Bylaws of Hartford Community Dance

May 9, 1996; Amended: July 31, 2001 to reflect name change to Hartford Community Dance
Amended in 2008, 2009, 2011, 2017

- Article 1.** Name: The name of this organization is Hartford Community Dance (HCD).
- Article 2.** Purpose: HCD is a nonprofit educational organization created to further the practice of American, Traditional, Historical and related dance forms, and their associated music and song. HCD is dedicated to studying and teaching these dance forms, to enjoying and sharing them, and to their preservation and continuing evolution. HCD emphasizes community participation in these activities and offers dance and music as positive influences for the community. HCD is affiliated with an organization of like-minded interest, the Country Dance and Song Society.
- Article 3.** Membership: All persons interested in dance and music are eligible to become members of HCD, as determined by the Board of Directors. (Approved 6-30-2009) Members do not have voting rights within HCD.
- a) Membership dues and privileges are determined by the Board. If the Board has set dues, only those persons whose membership is paid for the current year will be members in good standing.
- Article 4.** Meetings of the Membership:
- a) Special meetings of the Membership may be called by the President at his or her discretion, or at the direction of the Board. Notices of special meetings shall state the matters to be considered.
- Article 5.** Board of Directors: The responsibility for all business matters lies with the Board of Directors, which consists of the Officers, Dance Group Representatives, and Board-Members-at-Large.
- a) The Board has sole authority to elect members of the Board of Directors; to set dues at rates which will cover costs of operation and other incidental expenses; and to approve engagements and/or special activities undertaken in the name of HCD.
(Approved 6-30-2009)
- b) The Board shall determine the need for and the responsibilities of standing or special committees to carry out projects or special programs.
- c) The dance and music, or chairpersons of standing or special committees, whether or not they are members, may attend meetings for the purposes of advising or receiving suggestions from the Board concerning the programs of HCD.
- d) In the event of a vacancy on the Board, the remaining Board members may exercise the powers of the full Board until the vacancy is filled. By a majority vote, the Board may appoint a member to fill the vacancy. Dance Group Representatives are chosen by each dance group and are approved by the Board.
- e) A member of the Board may be removed from office by two-thirds majority vote of the entire Board. Removal may occur after reasonable notice and an opportunity to be heard by two-thirds of the Board.

- f) There may be a maximum of 12 Board Members. Voting membership consists of one vote per Officer, one vote per Dance Group, and one vote for each Member-at-Large.
- g) The Board of Directors has the responsibility to monitor the financial viability and organizational viability of HCD's dance groups and to act if this viability is threatened. Such action may include, without limitation, an offer of additional funding or termination of the dance group's affiliation with HCD. If a dance group ceases to exist or is no longer affiliated with HCD, the funds in the HCD account for that group and all of its equipment will become the sole property of HCD. The dance groups have the responsibility to decide on the use of their funds, the loan of any equipment pursuant to HCD guidelines, and decisions affecting their dances, including admission charges.

The Board has the power to tax dance groups for HCD and dance group expenses as deemed appropriate by the Board. (approved 9-12-2010)

Article 6. Meetings of the Board:

- a) The quorum for transaction of business is at least half of the Board.
- b) A majority vote of those voting is necessary to transact any business brought before the Board, except where a greater fraction is noted in these Bylaws.

Article 7. Officers: The Officers of HCD are President, Vice President, Secretary and Treasurer. Duties of the Officers are:

President: The President is the executive officer responsible for the operation of the group. He or she presides at meetings, calls regular or special meetings of the Board or membership as needed, recommends ('recommends' approved 5-18-08) the Chairpersons of standing or special committees. He or she may delegate duties to other Board members as needed.

Vice President: The Vice President acts as President in the absence or illness of the President, and in the event of the President's resignation or incapacity to serve, and shall succeed to the office until the next regular election of Officers. The President may delegate to the Vice President such official or other duties as may be necessary for the conduct of business.

Secretary: The Secretary takes the minutes of Board meetings and keeps these records; keeps records of CDSS and CT annual reports and payments; maintains the notebook with HCD documents including the Bylaws; and maintains the Calendar of Important Dates.

Treasurer: The Treasurer advises the Board about the finances of the organization and assists in formulating budgets for the regular and special activities. The Treasurer is responsible for the payment of authorized expenditures. The Treasurer is responsible for ensuring that the parent account has sufficient funds to pay for the authorized expenditures, which may include "taxing" the accounts of the individual group accounts. The Treasurer is responsible for filing all appropriate tax forms. The Treasurer also prepares a financial statement of operations for each board meeting as well as at the completion of the fiscal year. He or she may delegate duties and supervise assistants to carry out the above duties, if needed.

Article 8. Election of Officers and Board-Members-at-Large: At the final Board meeting of the fiscal year, the Board will confirm its membership for the following year.

The President will serve a 3-year term with one consecutive 3-year renewal. After a person has not been President for a 3-year term, that person can again be considered for the position of President.

- a) The President will solicit nominations one month prior to the meeting and shall notify the Board of Directors of the nomination(s).
- b) Any member of the Board of Directors may nominate an individual to become an officer or Board-Member-at-Large.
- c) A majority of those voting (i.e., Board of Directors) is necessary to elect a nominee to become an officer or Board-member-at-large.

Article 9. Fiscal year: The fiscal year of HCD is September 1 through August 31.

Article 10. Amendments to the Bylaws: Amendments to these Bylaws may be made upon one month's written notice to Board members; this notice must state the proposed changes. A two-thirds majority vote of the Board is required for adoption.

Article 11. Special Notices Regarding Tax Exemption:

- a) No part of HCD's assets or net earnings may inure to the benefit of private individuals. This does not preclude the payment of any reasonable fees for goods or services provided to the organization.
- b) In the event of the dissolution of HCD, the group's assets will be distributed to another nonprofit organization that is exempt under section 501(c)3 status of the Internal Revenue Code.
- c) HCD shall not as a substantial part of its activities attempt to influence, carry on propaganda or otherwise attempt to influence legislation except to the extent permitted by section 501(h) of the Internal Revenue Code.
- d) It is intended that HCD be entitled to exemption from Federal income tax under section 501(c)3 of the Internal Revenue Code and shall not be a private foundation as described in section 501(a) of the Code.
- e) The organization subscribes to the general purposes of The Country Dance and Song Society, Inc.

Statement of Purpose

1. The name by which this organization shall be known is Hartford Community Dance.
2. The purposes for which this organization is formed are as follows:
 - To encourage the practice and promote the knowledge of our heritage of traditional, historical, and folk dance, music, and song
 - To encourage and support the establishment of local groups interested in these objectives
 - To train teachers, musicians, and leaders in order to further these objectives
 - To assemble and maintain a library of materials related to traditional, historical, and folk dance, music, and song
 - To act as an educational and nonprofit society
 - To do all or any such things as may be conducive or incidental to the promotion of the above purposes
 - To carry on any activity permitted to organizations under Connecticut General Laws, and recognized as exempt from federal income tax under Section 501(c)3 of the Internal Revenue Code of 1996, donations to which are deductible from taxable income under Section 170(c)2 of said Code (or corresponding provisions of any future U.S. internal revenue laws)