

THE  
INTERNATIONAL ASSOCIATION  
OF  
ROUND DANCE TEACHERS, INC.



Bylaws  
of the  
Organization

Revised June 2008

# BYLAWS OF ROUNDALAB

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June 2008

# BYLAWS of The International Association of Round Dance Teachers, Inc.

I. **NAME** -The International Association of Round Dance Teachers, Inc. is a legal not-for-profit educational Corporation organized by and for teachers of Round Dancing which was incorporated in Tennessee in 1977. The organization is referred to as ROUNDALAB, the name used in this document.

## II. **PURPOSE** -

1. To promote, protect and perpetuate Round Dancing as a unique activity through education, standardization, and cooperation with Square, Round, and other Dance organizations.
2. To develop consensus standards and teaching methods for all aspects of Round Dancing and publish educational materials that implement those standards and methods.
3. To conduct conventions, seminars, and/or other events to conduct the business of the corporation.
4. To develop and provide voluntary endorsement programs for teachers of Round Dancing, teacher coaches and teacher schools.
5. To secure for our members licensing agreements and insurance programs that support the teaching of Round Dancing.

## III. **ORGANIZATION**

1. The membership of ROUNDALAB is described in Article IV of these Bylaws.
2. The governing bodies of ROUNDALAB shall be the General Assembly, the Board of Directors and the Executive Committee.
3. The operation of ROUNDALAB shall follow the guidance of these Bylaws and other control documents approved by the membership.

#### IV. MEMBERS -

##### 1. CLASSES OF MEMBERSHIP are:

- a. Member
- b. Associate Member
- c. Honorary Member
- d. Emeritus Member
- e. Cuer Member
- f. Apprentice Member
- g. Affiliate Member (Associations)
- h. Charter Member

2. MEMBER. The word Member, except for Affiliate Member, when used in these Bylaws is a member of a Teaching Unit. A Teaching Unit can be either a solo teacher or a couple who are co-teachers.

##### 3. MEMBERSHIP QUALIFICATIONS -

- a. MEMBER: Candidates for membership shall be actively engaged in the teaching of Round Dance basics and/or other phases of Round Dance movements or forms. They shall have been teaching for at least three (3) years.
- b. ASSOCIATE MEMBER: Candidates for Associate Membership shall be actively engaged in the teaching of Round Dance basics and/or other phases of Round Dance movements or forms and shall have been teaching for less than three (3) years. Associate Members shall have all the rights and privileges of other classes of Members except they may not be elected to the Board of Directors or vote in the general assembly nor vote for the Board of Directors.
- c. HONORARY MEMBER: Candidates for Honorary Membership shall have been nationally recognized as outstanding leaders in the Round Dance teaching profession for at least ten years and be worthy, as a result of their accomplishments, for special recognition by their fellow Members in the profession. They shall be exempt from payment of annual membership dues.
- d. EMERITUS MEMBER: Members who are no longer teaching either Round Dance Basics, or other phases of Round Dance movements or forms, but who wish to continue involvement in ROUNDALAB will automatically become Emeritus Members. They will be exempt from payment of ROUNDALAB insurance premiums and BMI/ASCAP license fees. They shall have the same voting rights as Members. They may not be elected to the Board of Directors.
- e. CUER MEMBER: Candidates for Cuer Membership must be actively engaged in cueing round dances at square or round dance clubs, festivals or programs. A Cuer Member does not engage in the teaching of round dance routines, figures, movements or forms or round dance basics. Cuer Members shall have all the rights and privileges of other classes of Members except they may not be elected to the Board of Directors or have voting rights.
- f. APPRENTICE MEMBER: Candidates for Apprentice Membership may have little or no cueing and/or teaching experience but demonstrate, by actively working with a Member in good standing, an intent to cue and/or teach Round Dance basics and/or other phases

of Round Dance movements or forms. Such members shall be exempt from payment of ROUNDALAB insurance premiums and BMI/ASCAP license fees. Apprentice Members shall have all the rights and privileges of other classes of membership except they may not be elected to the Board of Directors or have voting rights.

- g. AFFILIATE MEMBERS: Application by Round Dance Teacher organizations for Affiliate Membership in ROUNDALAB must meet the ROUNDALAB standards including subscribing to the Code of Ethics (See Appendix IV) and must have, as a minimum, one of its Members who is a Member in good standing of ROUNDALAB. The individual Members of the affiliated organization, unless they are Members of ROUNDALAB, have no membership status in ROUNDALAB. They may be referred to as Members of the teacher organization, which is an affiliate of ROUNDALAB. Affiliated organizations receive certain prescribed services and communications that will allow the organization to keep its membership apprised of happenings, goals, and progress of ROUNDALAB.
- h. CHARTER MEMBERS: All active Round Dance Teachers in attendance at the 1977 Annual Convention are automatically Charter Members. Any Round Dance teacher who qualified for membership under the Policies adopted at the 1977 Annual Convention of ROUNDALAB, submitted an application as of March 15, 1978, and was in attendance at the 1978 Annual Convention of ROUNDALAB is also considered a Charter Member of the International Association of Round Dance Teachers, Inc. Charter members are entitled to the same rights and privileges as Members.

#### 4. NOMINATIONS FOR MEMBERSHIP -

- a. MEMBER, ASSOCIATE, APPRENTICE AND CUER MEMBER: Nominations may be made by any Member. Nominations shall be in writing describing the candidate's qualifications and shall be submitted to the Executive Administrator.
- b. HONORARY MEMBER: Nominations may be made by any Member of the Board of Directors. Nominations shall be submitted in writing to the Executive Administrator with supporting documentation. This documentation should consist of evidence of national recognition in Round Dancing and contributions to the Round Dance activity and ROUNDALAB.

#### 5. MEMBERSHIP NOMINATIONS - Membership nominations shall be processed by the Executive Administrator and the Membership Committee in accordance with procedures established by the Board of Directors.

- a. MEMBER: Nominees for Member shall be accepted into the Corporation upon submission of an application meeting the qualifications as stated in Article IV, Section 3, item a, and payment of annual dues and fees.
- b. ASSOCIATE MEMBER: Nominees shall be invited to join the Corporation by a Member in good standing and furnished a membership application. After three (3) years of teaching, the Associate Member shall automatically become a Member by meeting the qualifications stated in Article IV, Section 3, item a and payment of annual dues and fees.
- c. HONORARY MEMBER: The nomination(s) shall be referred to the next Annual Convention for action. If approved by a majority of the Members and Honorary Members present and voting, the nominee (s) will become lifetime Honorary Member(s) of the Corporation and will be so advised by the Executive Administrator.

- d. CUER MEMBER: The nominee(s) shall be accepted into the Corporation upon submission of an application meeting the requirement of Article IV, Section 3, item e and payment of annual dues and fees.
- e. APPRENTICE MEMBER: Nominees shall be accepted into the Corporation upon submission of an application meeting the qualifications as stated in Article IV, Section 3, item f and payment of annual dues at the time of application.

## 6. CHANGE OF MEMBERSHIP STATUS -

- a. ASSOCIATE MEMBER: Shall become a full Member after completing three (3) active years of teaching.
- b. EMERITUS MEMBER: Shall notify the Executive Administrator of his/her status. In the event the Emeritus Member returns to teaching Round Dance basics and/or other phases of Round Dance movements or forms, said teacher shall request the Executive Administrator to return to Member status.
- c. CUER MEMBER: Must apply for an Associate Member status should he/she engage in the teaching of round dances, figures or basics and/or other phases of Round Dance movements or forms.
- d. APPRENTICE MEMBER: Must apply for an Associate Member or Cuer Member status within one (1) year or in the event he/she independently engages in cueing or the teaching of round dances, figures or basics and/or other phases of Round Dance movements or forms prior to the end of the apprenticeship year.

## 7. TERMINATION OF MEMBERSHIP -

- a. MEMBER: Membership in the Corporation will be terminated for failure to pay required dues within 60 days after they become due or by resignation or retirement from Round Dance teaching.
- b. ASSOCIATE MEMBER: Membership in the Corporation will be terminated for failure to pay required dues within 60 days after they become due, by resignation, or by retirement from Round Dance teaching.
- c. EMERITUS MEMBER: Membership in the Corporation will be terminated for failure to pay required dues within 60 days after they become due or by resignation.
- d. CUER MEMBER: Membership in the Corporation will be terminated for failure to pay required dues within 60 days after they become due, by resignation, or by ceasing the cueing of Round Dancing.
- e. APPRENTICE MEMBER: Membership in the Corporation will be terminated after one (1) year or by resignation.
- f. AFFILIATE MEMBER: Membership in the Corporation will be terminated for failure to pay required dues within 60 days after they become due.

V. DUES - Annual dues for all categories of Members and Affiliates shall be determined by the Board of Directors. Dues for Members shall not exceed 100 U.S. Dollars. Dues shall be due on or before the first day of April. Dues are prorated for new Members only. New Members joining from September through March shall pay half year dues rounded to the next higher \$5, plus the annual dues for membership for the following dues year. The dues year shall be from April 1 through March 31.

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VI. ANNUAL CONVENTION - The Annual Convention of the Corporation (ROUNDALAB) shall be held at such time and place as determined by the Board of Directors. Notice shall be given Members and nominees for membership by mail to their address of record by the Executive Administrator (See Appendix I for procedures for conducting the Annual Convention of ROUNDALAB).

1. QUORUM - A quorum for any Annual Convention shall be 60 percent of the eligible members registered for the meeting. Except as otherwise stipulated herein, action on motions before the meeting shall be by majority vote of the eligible members present and voting. Each eligible person shall have a vote.
2. BUSINESS - The Annual Convention shall:
  - a. Consider reports on the affairs of the Corporation.
  - b. Elect the Members of the Board of Directors.
  - c. Approve the annual operating budget.
  - d. Through working groups, consider problem areas in the Round Dance teaching profession and develop appropriate resolutions for consideration by the attending and voting Members.
  - e. Provide educational programs for the attendees.
  - f. Transact other business of the Corporation as may come before it for action (See Appendix I).

## VII. BOARD OF DIRECTORS

1. NUMBER - The Board of Directors shall consist of 12 Teaching Unit Members or Honorary Teaching Unit Members.
  - a. If a Board Member is elected as a single and subsequently is joined by a teaching partner, married or not, the new partner automatically becomes a non-voting Member of the Board.
  - b. If a Board Member is elected as one (1) of a teaching couple, subsequently loses his/her partner, and is joined by a new partner, the rules stated in Article VII, Section 1, item a applies.
2. TERM OF OFFICE - Directors shall serve for three (3) years and may succeed themselves for one (1) full term. After serving two (2) consecutive terms, they must sit off the board for a full term (3 years). Members shall take office at the end of the Annual Convention at which they are elected.
3. QUALIFICATIONS - In order to be nominated for election to the Board of Directors, candidates must:
  - a. Be Members or Honorary Members of the Corporation.
  - b. Have been active Round Dance Teachers for a minimum of five (5) years.
  - c. Be registered for the Annual Convention during which they take office.
  - d. Agree to attend and serve at all Conventions during the term of office.
  - e. Have attended two (2) of the three (3) previous Annual Conventions of the Corporation.

#### 4. ELECTION -

- a. Nominations may be made by the Nominating Committee or by any eligible Member.
- b. Nominations must be submitted to the Executive Administrator six (6) months prior to the Annual Convention.
- c. Nominations must have the written consent of the nominee (s) to serve if elected and include current resumes and pictures of the candidates.
- d. Nominee(s) must be eligible in all respects according to Article VII, Section 3 above.
- e. Mail-in ballots will be printed for Members by the Executive Administrator.
- f. Each candidate's current resume and picture will be mailed to the membership with the mail-in ballots.
- g. Elections shall be conducted by a secret mail-in ballot from the eligible Members in accordance with the guidelines of Appendix III.
- h. To take office, each nominee must be in attendance at the Annual Convention during which he/she is elected.

#### 5. VACANCIES -

- a. Vacancies shall be filled at the Annual Convention as a part of the opening General Assembly.
- b. The replacement board member(s) will be elected by majority vote of the General Assembly first from the list of nominees and second from the list of Qualified Members (Article VII, Section 3) for that year's Board of Directors.
- c. The newly elected replacement Board Member(s) will take office immediately to complete the unexpired term of the vacancy.
- d. In the event the replacement Board Member is subsequently elected for a full term at the regular election, he/she will assume his/her three-year position and the replacement Board Member will be the first, second, etc., runner-up in that order. The two-term limitation of Article VII, Section 2 will not be considered applicable to completion of an unexpired term.

#### 6. REMOVAL FROM OFFICE -

- a. A Member of the Board of Directors will be removed from office in the event he/she fails to attend any of the Annual Board of Directors meetings prior to, during or following the Annual Convention and the opening Board of Directors meeting the following year unless excused by a majority vote of the Executive Committee. This is limited to any three-year term.
- b. A Member of the Board of Directors can be removed from office for conduct harmful to the interests of the Corporation.
- c. Any Member may submit a grievance for removal from office with evidence of conduct which would be the basis for removal.
- d. This grievance will be processed according to the "Grievance/Complaint Policy and Procedure" in Appendix IV of the Bylaws except that it must be processed as a grievance and not be considered a gripe.
- e. The Board Member to whom the grievance is directed will be excluded from the deliberations and voting on the grievance. If the Chairman of the Corporation is the subject of the grievance, the Vice Chairman will chair the grievance procedure meeting.

7. MEETINGS - The Board of Directors shall meet before the Annual Convention to hear and discuss committee reports, make recommendations on their content, and develop a budget. The Board of Directors shall meet daily throughout the Annual Convention to discuss the progress of the meeting, and at such other times as may be considered necessary by a majority of its Members. Business of the Board of Directors may be accomplished through any appropriate form of communication when deemed appropriate by the Chairman of the Corporation (General Chairman). All action shall be by a majority vote of the Members of the Board of Directors. Only newly elected Members and continuing Members of the Board of Directors may vote for the General Chairman and Vice Chairman of the Corporation, Members of the Executive Committee and the Executive Administrator. A meeting to accomplish the above elections may be held at any appropriate time during the Annual Convention.
8. RESPONSIBILITIES - The Board of Directors shall:
- a. Elect from its membership an individual to serve as General Chairman of the Corporation.
  - b. Elect from its membership an individual to serve as Vice Chairman of the Corporation.
  - c. Elect, from its membership, three (3) additional Teaching Units to serve as members of the Executive Committee;
  - d. Employ an individual or couple to serve as Executive Administrator.
  - e. Appoint an individual to serve as Editor of the ROUNDALAB Journal.
  - f. Fill vacancies in the Executive Committee occurring between Annual Conventions.
  - g. Receive, review and approve the Annual Financial Report and recommend the Annual Operating Budget of the Corporation to the Annual Convention.
  - h. Recommend the annual dues.
  - i. Oversee the operation of the Executive Committee.
  - j. Individually and collectively continue to study the Round Dance teaching profession.
  - k. Make recommendations for study or action by the Annual Convention in areas where improvement in the profession is needed or desired.
  - l. Conduct such other business as authorized herein or directed by the Annual Convention.
  - m. Review the action of all working committees and make appropriate recommendations to the Annual Convention.
  - n. Each individual Board Member must make available his/her mailing address and telephone number of his/her physical residence.

## VIII. EXECUTIVE COMMITTEE

1. MEMBERSHIP - The Executive Committee shall consist of the Chairman and Vice Chairman of the Corporation and their teaching partners, if there are teaching partners, and three (3) additional Board Teaching Unit Members elected by the Board of Directors.
2. TERM OF OFFICE - The term of office shall be for one (1) year. Members shall take office at the end of the Annual Convention. A Board Member may serve any number of one-year terms.

3. MEETINGS - Meetings shall be held during the Annual Convention and at such other times as may be considered necessary by a majority of its Members. Business of the committee may be transacted through any appropriate form of communication as deemed necessary by the General Chairman and its Members. All action shall be by a majority vote of its Members. Official minutes shall be taken by a person selected by the Executive Committee to act as the recording secretary.
4. RESPONSIBILITIES - Subject to the control of the Board of Directors (see Article VII, Section 8, item i), the Executive Committee shall have general supervision, direction and control of the affairs of the Corporation. The committee will be responsible for approval of the appointments made by the Chairman of the Corporation, restricting committee and/or subcommittee appointments to no more than two (2) per Teaching Unit Member.

IX. CHAIRMAN OF THE CORPORATION - The Chairman of the Corporation (General Chairman) shall serve as Chief Executive Officer of the organization. The General Chairman shall be elected for one (1) year and take office at the end of the Annual Convention. The chair position may be as a couple, with one designated as General Chairman of ROUNDALAB. The General Chairman may not serve more than two (2) years consecutively.

RESPONSIBILITIES - The Chairman of the Corporation shall preside at all Annual Conventions and meetings of the Board of Directors and the Executive Committee. The Chairman of the Corporation and the Executive Committee shall perform the operating functions of the Corporation between Annual Conventions. In emergency situations, the Chairman of the Corporation shall assume all financial transaction responsibilities. If the Chairman of the Corporation and/or Vice Chairman are unable to fulfill their terms of office, the Board of Directors shall meet, by whatever means deemed appropriate by the Board of Directors, to fill these vacancies in accordance with the provisions of the Bylaws of the Corporation. The necessary ballot shall be provided to the Members of the Board of Directors and counted by the Executive Administrator.

X. VICE CHAIRMAN OF THE CORPORATION - The position of Vice Chairman of the Corporation does not imply the automatic succession to the office of Chairman of the Corporation. The Vice Chairman may not serve more than two (2) years consecutively.

RESPONSIBILITIES - The Vice Chairman of the Corporation shall serve as the assistant to the Chairman of the Corporation, act in the Chairman's stead as necessary and serve as Chairman of the Corporation in the event of the vacancy of that office through the next Annual Convention. The Vice Chairman of the Corporation shall chair the Bylaws and Procedures Committee.

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XI. EXECUTIVE ADMINISTRATOR - The Executive Administrator is an employee of the Corporation. This position imparts no special status with respect to the Administrator's standing in the corporate hierarchy, in that the Executive Administrator shall have no voice in decisions by the Board of Directors. The position may be filled either by a Member, Member couple, or by a non-Member. If filled by a Member couple, one (1) will be designated as Executive Administrator of ROUNDALAB.

RESPONSIBILITIES - The Executive Administrator shall be the administrative officer of the Corporation. The Executive Administrator shall:

- a. Implement decisions of the Annual Convention, the Board of Directors and the Executive Committee.
- b. Operate the business office of the Corporation on a day-to-day basis.
- c. Keep a book of minutes of all Annual Conventions and meetings of the Board of Directors and the Executive Committee.
- d. Maintain a list of the names and addresses of all Members.
- e. Conduct the routine day-to-day official correspondence.
- f. Discharge such other duties as prescribed by the Annual Convention, the Board of Directors and the Executive Committee.
- g. Have general charge of the financial records and accounts of the Corporation and ensure the current General Chairman's signature card is on file with all corporate financial accounts.
- h. Keep and maintain adequate and correct books of accounts showing the receipts and disbursements of the Corporation and an account of its cash and other assets.
- i. Deposit all monies of the Corporation with designated depositories and disburse the funds as may be ordered by the Board of Directors and/or the Executive Committee and assist the Budget Officer in the preparation of an Annual Budget.

XII. COMMITTEES - Committees shall be the primary method of accomplishing the work of the Organization. There shall be three (3) types of committees: Standing Committees, Operational Committees, and Ad-hoc Committees. Standing Committees define the major functions of the organization and are identified in these Bylaws and can be created or disbanded only through the Bylaw change procedure. Operational Committees conduct a significant portion of the work of the organization, are identified and defined in the Operational Procedures of the Organization, and are created and disbanded by the Board of Directors through their approval process. Ad-hoc Committees are created by the Board of Directors or the Chairman of the Corporation to address short term, specific needs and are disbanded at the completion of their assigned task. Appointment of all committee chairmen shall be made by the Chairman of the Corporation unless otherwise specified in these Bylaws or other procedures. The appointment of committee members shall be made by the various committee chairmen unless otherwise specified by these Bylaws or other procedures. The terms of office for committee chairmen and committee members shall be one year unless otherwise specified by these Bylaws or other procedures.

1. BUDGET COMMITTEE - The function of the Budget Committee is to prepare with the assistance of the Executive Administrator the annual budget and present it to the Board of Directors and the membership for approval at the Annual Convention. The Budget

Committee will arrange with a Certified Professional for a review of the financial records upon the close of each fiscal year. The report of the review shall be presented to the Board of Directors. The Budget Committee shall be composed of the Executive Committee and the Budget Officer (if not a member of the Executive Committee). The Budget Committee, when in session, will be chaired by the Budget Officer.

2. MEMBERSHIP COMMITTEE - The Membership Committee shall be responsible for reviewing and verifying all applications for Membership in the Corporation. The Membership Committee shall be responsible for the encouragement and promotion of ROUNDALAB Membership.
  
3. STANDARDIZATION COMMITTEE - The committee shall develop standards covering all facets of Round Dancing. The committee shall arrange for publication of those standards approved at the Annual Convention. The coordinator of the standardization committee shall report to the chairman of the corporation. The coordinator should have taught round dancing for a minimum of ten (10) years and should have had experience as chairman of one or more phase committees. The coordinator may serve no more than six (6) consecutive terms as coordinator. The standardization coordinator shall appoint the sub-committee chairmen in this functional area.
  
4. BYLAWS and PROCEDURES COMMITTEE - Functions of the committee are as follows:
  - a. Maintains all manuals and documents that control the operations of the Corporation,
  - b. Reviews proposed changes to these documents for compatibility with existing Bylaws, Policies and Procedures, and provides any additional proposed changes needed for compatibility,
  - c. Submits recommendations to the Board of Directors as to the advisability of adoption of Bylaw changes,
  - d. Informs the Board of Directors of proposed changes to policies and procedures submitted by the membership two months prior to the Annual Convention,
  - e. Conducts an open forum through the Journal and other methods as deemed appropriate by the Vice Chairman to review the proposed Bylaw changes prior to the Annual Convention,
  - f. Reports the recommendations of the Committee and the Board to the General Assembly for action on Bylaw changes,
  - g. Follows the guidance and time lines established in Article XIV. CHANGES,
  - h. Supplies copies of all proposed changes and approved changes to the Executive Administrator for historical records.

The Bylaws and Procedures Committee shall be chaired by the Vice Chairman of the Corporation and be composed of the Executive Committee and no less than six (6) nor more than ten (10) additional members appointed by the Vice Chairman of the Corporation.

6. NOMINATING COMMITTEE - The purpose of this committee shall be to ensure a slate of nominees for election to the Board of Directors according to the procedures in Appendix III. The Chairman of the Nominating Committee shall be a Member or former Member of the Board of Directors appointed by the Operations Coordinator who may serve no more than four (4) consecutive terms. The committee may consist of two (2) additional members appointed by the committee chairman.
7. EDUCATION COMMITTEE - The purpose of the Education Committee shall be to develop teaching methods and materials for approval by the organization, to develop educational programs for ROUNDALAB Conventions and Seminars, and to perform such other educational duties as shall be assigned to it by the Board of Directors. The Coordinator of the Education Committee shall report to the Chairman of the Corporation. The Education Coordinator may serve no more than four (4) consecutive terms as coordinator. The Education Coordinator shall appoint the sub-committee chairmen in this functional area.
8. HISTORIAN - The Historian will be responsible for the collection of all pertinent information concerning the growth and development of ROUNDALAB. The Historian will arrange materials in such a way that they can be displayed at the Annual Convention, the National Convention, etc. The Historian will be the liaison between ROUNDALAB and the archives of the Lloyd Shaw Foundation. The Historian will be a Member or former Member of the Board of Directors.
9. BALLOT COMMITTEE - The function of the Ballot Committee is to conduct the counting of the ballots for Board of Directors according to the procedures in Appendix III. The Ballot Committee shall be composed of a Chairman and at least two (2) other Members chosen from the general membership in attendance at the Annual Convention.
10. ENDORSEMENTS COMMITTEE - The purpose of this committee shall be to establish standards and create preparatory materials supporting a program for ROUNDALAB's endorsement of teachers, teacher coaches, and training schools. The committee shall create and conduct the required examinations for these endorsements. The committee Chairman, appointed by the Chairman of the Corporation, should be a ROUNDALAB Teacher/Coach but must have a minimum of ten years teaching experience and may serve for no more than three (3) consecutive terms. All active ROUNDALAB Teacher/Coaches shall form the core of the committee and the Committee Chairman may appoint additional members as required to conduct the business of the committee.

11. EDITOR OF THE ROUNDALAB JOURNAL - The Editor shall prepare the ROUNDALAB Journal and submit it for the approval of the Chairman of the Corporation before it is published. The Editor shall publish only material that is in accordance with the policies of ROUNDALAB or as approved by actions of the Members of the Board of Directors. This position shall be filled by a ROUNDALAB Member Teaching Unit. Any Teaching Unit Member of the Board of Directors may not, simultaneously, serve as Editor of the ROUNDALAB Journal. The position is subject to yearly review by the Board of Directors. Subject to the decision of the Board of Directors, the Journal Editor may be continued or he/she may be replaced.

12. INSURANCE AND LICENSING COMMITTEE - The function of this committee is to negotiate with various companies and organizations to secure insurance coverage and music use licensing agreements for ROUNDALAB members as deemed appropriate by the Board of Directors. The committee shall be composed of at least one Board of Directors member who will act as the committee chairman and two additional members who have expertise or experience in the required field. Since negotiations for these items do not occur annually, the Chairman of the Corporation will populate the committee on an as needed basis.

13. OPERATIONS COMMITTEE - The purpose of the Operations Committee shall be to conduct the general, routine operations of the organization not performed by the Executive Administrator and other duties as shall be assigned to it by the Board of Directors. The Coordinator of the Operations Committee should have been a member of ROUNDALAB at least ten (10) years. The Operations Coordinator shall report to the Chairman of the Corporation. The Operations Coordinator may serve no more than four (4) consecutive terms as Coordinator. The Operations Coordinator shall appoint the sub-committee chairmen in this functional area.

XIII. RULES OF ORDER - The Parliamentary authority for ROUNDALAB shall be the current edition of Roberts Rules of Order Newly Revised, and shall be used as a guide by the Chairman of the Corporation in conducting meetings. Any report to the Annual Convention by a standing or special committee, working group of the Annual Convention, the Board of Directors, or the Executive Committee which recommends action shall carry with it a motion for adoption.

XIV. CHANGES - Adoption of changes to these Bylaws shall require a two-thirds majority of those eligible Members present and voting at the Annual Convention. Any Member (all classes) may submit proposed changes to these Bylaws in writing along with supporting rationale to the Vice Chairman prior to December 15 to be considered at the Annual convention the following year. The proposed change, rationale, and recommendations shall be published in the Spring ROUNDALAB Journal.

Changes to other policies and procedures shall be made by majority vote of the Board of Directors. Any Member (all classes) may submit proposed changes to any of the policies or procedure in writing to the Vice Chairman or the Executive Administrator at least three (3) months prior to the Annual Convention at which they will be considered by the Board of Directors.

## APPENDIX I

### Guidelines for Conducting the Annual Convention of ROUNDALAB

1. The Annual ROUNDALAB Convention shall open with a General Assembly to hear the reports of committees with the recommendations of the Board of Directors. This meeting shall include, but not be limited to the General Chairman's Report, Proposed Bylaw changes, Financial Report, Nominating Committee Report and the Executive Administrator Report.
2. General Assemblies will be scheduled as needed at the Annual Convention.
3. Board elections shall occur as prescribed by the Bylaws to enable the newly elected Board Members to meet and elect a General Chairman and Vice Chairman and Executive Committee.
4. The ROUNDALAB General Chairman or Vice Chairman shall act as Presiding Officer for all general meetings. The General Chairman shall appoint a Parliamentarian who shall decide any difference of opinion as to Parliamentary Procedures, using the Bylaws and Robert's Rules of Order Newly Revised as his/her guide.
5. Committee Chairmen shall read reports and resolutions of their committees. Each resolution shall carry an automatic motion for adoption. Following a second, it may be discussed. The Presiding Officer will allow a maximum of three (3) discussions for and three (3) discussions against each resolution for total of (6) discussions per resolution. If the Presiding Officer wishes to discuss the subject or express his/her views, then the Presiding Officer must relinquish the Chair. A minimum vote of 75 percent of those Members and Honorary Members present and voting shall be required to adopt a Standard or a change to a Standard (See Appendix II).
6. The Ballot Committee shall report as prescribed in Appendix III.

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## APPENDIX II

### How to Make Changes in the Definitions of Tentative Standards and/or Permanent Definitions, Abbreviations and/or Cue Terms.

Requests to change Tentative Standard Definitions or Permanent Definitions, Abbreviations, and/or Cue Terms must be submitted in writing to the ROUNDALAB Office. Specific reason(s) for the change(s) should be included. In order to be considered at the next Annual Convention of ROUNDALAB, proposed changes must be received by November 1st. Requests to change Tentative Standards must be endorsed by signatures from at least two (2) Teaching Units in good standing of ROUNDALAB. Requests to change Permanent Definitions must be endorsed by signatures from at least five (5) Teaching Units in good standing of ROUNDALAB. All endorsements must be a part of and accompany the original document.

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## APPENDIX III

### Guideline For Conducting The Mail-In Ballot

A form for nominating any qualified Member of the Corporation (ROUNDALAB) for membership on the Board of Directors, along with a list of Board qualified members, will be sent to all eligible members of the Corporation by the Executive Administrator eight (8) months prior to the Annual Convention. Included in this mailing will be instructions for processing the nomination form.

1. All proposed nominations (with resumes and pictures) should be mailed to the Executive Administrator six (6) months prior to the Annual Convention. The Executive Administrator will then prepare the ballot of qualified candidates.
  - a. In the event there are insufficient nominations mailed to the Executive Administrator, the Nominating Committee will then propose a slate of nominees numbering at least 50 percent more than positions to be filled.
  - b. The Nominating Committee may also propose nominees for the Board of Directors.
2. The nominees' resumes and pictures will be printed on a separate paper and accompany the official ballot sent to eligible members.
3. The official ballot should contain:
  - a. The Corporation name.
  - b. Candidates' names.
  - c. Voting instructions.
4. Ballots are to be unsigned and placed in a small envelope marked Ballot and sealed. The voter will be instructed to not write on the small envelope.
5. This sealed envelope is then placed in a larger envelope addressed to the Executive Administrator. It is important that the voter's name(s) and address be on the outside of the larger envelope as this will be the Corporation's way of verifying a Member's eligibility to vote. If more than one ballot is included, the voters must write names of each voter in the return address. Any ballot received without the appropriate name(s) and address on the larger, outside envelope will be destroyed.
6. Ballots shall be prepared five (5) months preceding the Annual Convention and mailed to the membership three (3) months prior to the Annual Convention. Ballots shall be returned to the Executive Administrator one (1) month prior to the Annual Convention.
7. At the earliest possible time, the Executive Administrator shall furnish the Chairman of the Ballot Committee a list of those candidates who have not registered for the Annual Convention.
8. The Executive Administrator will present the sealed ballots to the Chairman of the Ballot Committee at the next Annual Convention. The Ballot Committee will open and officially count the votes. They will not divulge the results of the voting until requested by the General Chairman of ROUNDALAB.
9. Election to the Board of Directors shall be determined by the secret ballots cast by the general membership exercising their prerogative to vote. The four (4) candidates getting the most votes will be declared the winning candidates. In the event of a tie for the remaining open position(s), a run-off ballot will be cast by eligible Members in attendance at the Annual Convention.
10. Members may, upon request following the election, see the vote totals for all candidates for the Board of Directors.
11. Ballots will be kept in event of a call for a recount. Ballots will not be destroyed until so directed by vote of the General Assembly.
12. Any references to mailings in Appendix III shall be construed to mean either electronic or paper. |

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## APPENDIX IV

### ROUNDALAB Grievance/Complaint Policy and Procedure

A complaint is not considered a grievance until a first attempt to resolve the complaint has been made without satisfaction to the aggrieved. The grievance procedure provides due process for resolving any misunderstanding of professional ethics between teachers or between a non-Member of ROUNDALAB and a teacher Member. The intent of this grievance procedure is to settle all grievances professionally at the earliest possible time and is based on and assumes the cooperation of each person involved. No reprisal of any nature shall be taken as a result of any teacher filing a grievance.

DEFINITION. A grievance is a complaint by another teacher, group of teachers or non-teachers concerning the professional ethics of a ROUNDALAB Member(s).

To work effectively within the framework of ROUNDALAB, the policy should be to follow the expected lines of authority. The teacher or complaining party would be expected to make his/her grievance in writing to:

1. First, his/her local teacher or teacher-dancer organization if one is available and both parties are Members of the same organization.
2. Second, if satisfaction is not obtained or if such organization is not available, then to the Executive Administrator of ROUNDALAB for consideration by the Chairman of the Corporation.
3. Finally, after review by the Grievance sub-committee appointed by the Chairman of the Corporation, to the Board of Directors of ROUNDALAB.

#### FORMAL GRIEVANCE REVIEW PROCEDURE:

1. A grievance is sent to the Executive Administrator of ROUNDALAB.
2. Grievance forwarded to Chairman of the Corporation.  
He/she determines if it is a true grievance or a gripe within three (3) months of its receipt.
  - a. If a gripe, the General Chairman then notifies the person making the complaint of the reason why no action will be taken.
  - b. If a grievance, then:
    - (1). The Chairman of the Corporation selects a Sub-Committee of three (3) people, who will remain unknown except to the Chairman of the Corporation.
      1. Names one (1) of these three (3) as a Sub-Committee Chairman.
      2. The Sub-Committee is dissolved after a decision is reached.
    - (2). The grievance is sent by the Chairman of the Corporation to the Chairman of the Sub-Committee.
    - (3). The Sub-committee Chairman notifies teacher Member complained against of all facts and accusations received and asks for a response explaining his/her position.
    - (4). Teacher responds, in writing, within thirty (30) days. If discrepancy, in fact, is apparent between complainant and the teacher Member, the Sub-Committee Chairman contacts complainant, advising him/her of the

teacher's response and asking for comments from the complainant. When these comments are received, the teacher may have to be contacted again for his/her reply to these comments.

- (5). When all facts and comments have been received from both sides, Sub-Committee Chairman summarizes the position of both sides in a report. This report is sent to the other two individuals on the Sub-Committee.
- (6). Each of these three Members of the Sub-Committee makes a decision as to who is correct and writes a report giving the reasons for his/her decision.
  - a. A Sub-Committee Member may determine that no decision can be reached because both sides have good arguments and so state in his/her report.
  2. The members of Sub-Committee send his/her reports to the Sub-Committee Chairman.
- (7). The Sub-Committee Chairman writes a final opinion expressing the thoughts of all the committee members.
- (8). The Sub-Committee Chairman sends this final opinion to the Chairman of the Corporation.
- (9). The Chairman of the Corporation reviews the final opinion to be sure it is consistent with the facts and that there are no errors or omissions.
- (10). The Chairman of the Corporation forwards the final opinion of the Sub-Committee to the Board of Directors.
- (11). The Board of Directors approves or disapproves the decision.

If decision is approved, the Board of Directors also advises if any penalties are to be applied.
- (12). The Chairman of the Corporation notifies both parties and the Sub-Committee of the decision that has been reached. A copy of the final decision report made by the Sub-Committee Chairman and agreed upon by the Board of Directors should be sent, by certified mail, to both parties and to the Executive Administrator of ROUNDALAB.
- (13). All parties have the right to appeal to the Board of Directors (via the Executive Administrator) within 60 days after receipt of the decision.
- (14). If no appeal has been received in the allotted time, the Board of Directors will consider implementing necessary action.
- (15). If an appeal is made to the Board of Directors, its decision will be final.
- (16). All information pertaining to the teacher in question will be filed and kept in confidence by the Grievance Sub-Committee. All documentation pertaining to the grievance will be kept in the office of the Executive Administrator of ROUNDALAB.

## ROUNDALAB DRESS CODE

Featured clinicians at round dance functions, clinics, workshops, or conventions should be dressed as follows:

Men: Wear long sleeve shirt, trousers and shoes.

Women: Wear a skirt and blouse or dress with pettipants, tights or body suit and shoes.

When members are in attendance as dancers casual clothes are acceptable unless otherwise specified by the event.

June 2002

## ROUNDALAB - URDC CREED

We believe that the ultimate goal of an organization in Round Dancing is to help Round Dancing grow and flourish. We believe that we can promote, protect and perpetuate the activity by the cooperative effort of teachers and dancers to increase the enjoyment of Round Dancing by all dancers from Beginners through Advanced.

Adopted June 25, 1985

JUNE 2003

## CODE OF ETHICS

By joining ROUNDALAB, I am affirming that I am a professional instructor, cuer or apprentice teacher of Round Dancing. As such, I subscribe to the declared purposes and objectives of the International Association of Round Dance Teachers, Inc. (ROUNDALAB). I shall be guided by the following:

1. As a professional, I have an obligation to maintain the highest level of ethical and moral behavior in all relationships with dancers, round, square and contra dance leaders and their dance organizations.
2. As a professional instructor, I have an obligation to the dancers for they are the primary reason for the activity. Therefore, I must:
  - a. Provide instruction and guidance to assist the dancers in attaining their desired level. I shall not push dancers beyond their own capabilities for my own satisfaction or use my limitations to stifle their growth.
  - b. Provide leadership to dance organizations to ascertain that the dancers participating in their activities are having their needs fulfilled.
  - c. Remember that the majority of dancers joined the activity for recreation and sociability. I shall try to provide a healthy, social, educational and recreational balance.
  - d. Continue my dance education so as to improve my dancing and instructional skills and leadership capability.
3. As a professional instructor of Round Dancing, I have an obligation to the activity to maintain its heritage and desirability. Therefore, I must:
  - a. Demonstrate, by my example, the proper dance technique, etiquette, behavior and attire at all functions in which I participate as either a dancer or a leader.
  - b. Encourage all dancers to support the heritage of Round Dancing in both the apparel and dance form.
  - c. Work for and practice the standardization in dance figures and terminology.
  - d. Remember, while working for growth of new ideas, to keep them within the format of the Round Dance heritage and within the capabilities of the dancers.
  - e. Encourage participation in all aspects of the activity, both as a separate entity and as a part of the Round and Square Dance movement.
4. As a professional, I have an obligation to my organization and fellow members. Therefore, I will:
  - a. Think and speak positively of ROUNDALAB, respect and abide by its rules and decisions, and continually promote and work to improve the organization.
  - b. Always have the highest regard for my fellow Members.
  - c. Always treat them and speak of them in a professional manner.
  - d. Willingly help or assist any new and/or established leaders in the Round Dance and/or Square Dance movement upon request.

