

**CONSTITUTION**

**OF**

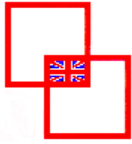
**THE BRITISH ASSOCIATION**

**OF**

**AMERICAN SQUARE DANCE**

**CLUBS**

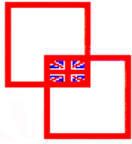
Founded 1953



# British Association of American Square Dance Clubs

## B.A.A.S.D.C. CONSTITUTION INDEX TO ARTICLES

<u>Article number</u>	<u>Subject</u>
<b>1.</b>	<b>Name</b>
<b>2.</b>	<b>Official Address</b>
<b>3.</b>	<b>Purpose</b>
<b>4.</b>	<b>Function</b>
<b>5. to 5.5</b>	<b>Membership</b>
5.1	Full Membership
5.2	Associate Membership
5.3	Application for Membership
5.4	Termination of Membership
5.5	Refusal of Membership
<b>6.1 to 6.7</b>	<b>The Association Council</b>
6.1	Officers of The Council
6.2	Terms of Office
6.3	Period of Office
6.4	Election of Council Officers
	a) Nomination
	b) Ballot Forms
	c) Voting
	d) Ballot Envelopes
6.5	Resignation of an Officer
6.6	Removal of an Officer
6.7	Sub-Committees
<b>7.</b>	<b>Co-option by The Council</b>
<b>8. to 8.9</b>	<b>Meetings</b>
8.1	Quorum
	a) AGM, EGM and OEM
	b) Other Meetings
8.2	Voting at meetings
8.3	Postal Votes
8.4	Minutes
8.5	Annual General Meeting
	a) Notice of Meeting
	b) Procedure
	c) Minutes
8.6	Extraordinary General Meeting
	a) Notice of Meeting
	b) Procedure
8.7	Open Business Meeting
	a) Notice of Meeting
8.8	Council Meetings
	a) Notice of Meetings
8.9	Sub-committee and Working Party Meetings
	a) Notice of Meeting



## British Association of American Square Dance Clubs

### **9.1 to 9.11**

- 9.1 Bank Accounts
- 9.2 Investment of Surplus Funds
- 9.3 Financial Year
- 9.4 Annual Accounts
- 9.5 Financial Statements
- 9.6 Invoices
- 9.7 Obligation
- 9.8 Property
- 9.9 Discretionary Spending Limit
- 9.10 Liability
- 9.11 Special Events and Charities

### **10. to 10.3**

- 10.1 Membership Fee
- 10.2 Insurance Premium
- 10.3 Other Fees

### **11 to 11.1**

- 11.1 Liability

### **12**

#### **Clubs**

### **13 to 13.6**

#### **Training and Support**

- 13.1 Formation and Development
- 13.2 Financial Assistance
- 13.3 Leadership
- 13.4 Development of the skills Calling, Cueing and Teaching
- 13.5 Arbitration

### **14**

#### **Affiliation to Other Bodies**

### **15. to 15.2**

#### **Winding Up Procedures**

- 15.1 The Association
- 15.2 Federations

### **16 to 16.3**

#### **General Matters**

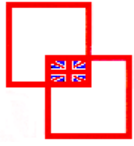
- 16.1 Codes of Etiquette
- 16.2 Callers and Cuers
- 16.3 Notification of change of contact and address

### **17**

#### **Amendments to Constitution**

- Appendix A** Code of Practice for Member Clubs Article 16.1 (a)
- Appendix B** Code of Practice for Dancers Article 16.1 (b)

### **Acceptance Form**



# British Association of American Square Dance Clubs

## **Article 1. Name**

The name of the Association shall be "**The British Association of American Square Dance Clubs**" (hereinafter in this document referred to as "**The Association**"). The management shall be by persons elected in accordance with the terms of the Constitution and hereinafter referred to as "**The Council**".

## **Article 2. Official Address**

The address of The Association shall be that of the elected Secretary or such person as may be co-opted to The Council to fulfill such duties.

## **Article 3. Purpose**

To promote and further American Square Dancing by any means considered acceptable (as a non-competitive activity) and to promote the education of the public to better awareness of American Square Dancing. For the purposes of this document the term "**American Square Dancing**" shall include Squares, Rounds, Contras, and any other allied form of dance.

## **Article 4. Function**

**4.1.** To support the membership in the pursuit and knowledge of the American Square Dancing Movement, to enable them to obtain a higher level of expertise with which to promote American Square Dancing to the general public.

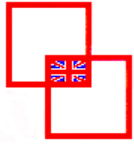
**4.2.** To facilitate the exchange of knowledge and information between members by:

- a) producing a publication known as "**Let's Square Dance**" ten times per year,
- b) maintaining and publishing a directory of members,
- c) the provision of an information service,
- d) other such projects as The Council may consider acceptable within current legislation.

**4.3.** To encourage co-operation and exchange of ideas between member clubs, callers, cuers, teachers, leaders and dancers.

**4.4.** To facilitate the provision for the training, assisting and encouraging individuals to call, cue and teach American Square Dancing.

**4.5.** To facilitate the provision for the workshopping, teaching and publishing of American Square Dance movements (as amended from time to time) to an international standard and style currently laid down by Callerlab USA and



## **British Association of American Square Dance Clubs**

Roundalab USA and/or other such organizations as may be formed in the future.

**4.6.** To establish, review and encourage codes of etiquette for Clubs, Callers, Cuers, Leaders and Dancers.

**4.7.** To assist where possible in the formation and development of American Square Dance clubs.

**4.8.** Apply for, purchase, hire, take on lease or otherwise acquire any land, building, offices or equipment and employ staff necessary or convenient to the carrying out of the above actions.

**4.9.** Negotiate on behalf of the membership any issues that are deemed necessary by The Association.

### **Article 5. Membership**

The Association shall be owned by its subscribing members.

#### **5.1. Full Membership**

Full Membership shall be open to all clubs in the United Kingdom whose programme consists of at least 75% American Square Dancing. The Council may make any enquiries necessary to establish that all requirements for Full Membership by any club are met.

#### **5.2. Associate Membership**

Associate Membership shall be available for those clubs interested in American Square Dancing who do not qualify for Full Membership. Associate Membership carries no voting rights.

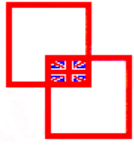
#### **5.3. Application for Membership to The Association**

Application for membership of the Association shall be made to the Secretary on the appropriate form. Membership to the Association shall be at the discretion of The Council, after due enquiries have been made, and subject to any objections. Details shall then be published.

#### **5.4. Termination of Membership**

Membership may be terminated by the Council for any of the following reasons:

- a) Bringing The Association or member club into disrepute,
- b) Non-payment of Annual Subscription by the due date,
- c) Breach of the Constitution,
- d) Programme of member club ceases to be 75% American Square dancing (as defined in Article 5.1.)



## **British Association of American Square Dance Clubs**

### **5.5. Refusal of membership**

The Association has discretion to refuse membership.

## **Article 6. The Association Council (as per Article 1)**

### **6.1. Officers of The Council**

The Council shall consist of **President; Vice-President; Secretary; Treasurer; Public Relations Officer and Two Ordinary members**, all of whom shall belong to Full Members of The Association.

### **6.2. Terms of Office**

The Council is responsible for carrying out the wishes of the membership by conducting day-to-day business, the arrangement of meetings, the outlining of schemes of works and policies, and the publication of "**Let's Square Dance**".

### **6.3. Period of Office**

All officers shall be elected for a term of one year. After the first year in office an elected officer may stand for re-election for a maximum further period of four consecutive years, after which time the officer must step down. They shall not then be eligible for nomination to The Council for a period of two years. In the event of there being no nominations for the posts of Treasurer or Secretary then the Treasurer or Secretary may be re-appointed.

### **6.4. Election of Council Officers**

#### **a) Nominations**

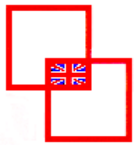
Nominations for election to the Council must be received by the First day of May or such other date as determined by the Council to allow time for the Secretary to publish details and voting papers. Nomination forms for the election to the Council will be sent to each Full Member in time to be considered and must be returned to arrive by the date stated on the form. Nominees must be nominated by one Full Member and seconded by another. The nominee's agreement to stand must be obtained before submission.

#### **b) Ballot Forms**

Ballot forms listing candidates will be sent to each Full Member in time to be considered and the relevant ballot paper returned in accordance with c) below. Ballot papers will only be issued if more than one person has been nominated for a vacant post. If only one person has been nominated they will be deemed "elected unopposed".

#### **c) Voting**

Each Full Member shall be allowed one vote and shall cast its ballot by



## British Association of American Square Dance Clubs

voting for **one candidate for each office**, sealing the ballot paper in the envelope provided. After sealing this envelope is to be returned to the Treasurer, or other designated Council member, to arrive at least seven days prior to the date of the Annual General Meeting. No ballot paper received after the cut-off date shall be accepted for the ballot. No **ballot paper shall be accepted for the ballot unless the Membership Subscription be paid.**

### d) **Ballot Envelopes**

The sealed envelopes containing the ballot papers are to be retained by the Treasurer, or other designated Council member, until the Annual General Meeting. They shall then be handed intact to the scrutineers who shall verify that they have not been opened prior to counting.

## **6.5. Resignation of an Officer.**

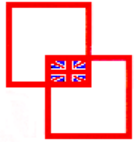
- a) An officer may resign at any time by giving notice in writing to the Council.
- b) A Council member who is absent from three consecutive Council meetings without satisfactory reason being given shall be deemed to have resigned.
- c) A vacancy on the Council caused by the resignation of an Officer can be filled on a temporary basis by co-option provided that the membership is notified in writing.

## **6.6. Removal of an Officer**

An officer may only be removed from office at an AGM or EGM.

## **6.7. Sub-committees**

- a) The Council may appoint sub-committees or working parties and is responsible for drawing up their Standing Orders and Terms of Reference.
- b) The Chairman of each sub-committee/working party is appointed by the members of the Council. Such Chairman shall then be responsible for drawing together a group of volunteers of his/her choice, provided that at least one is a serving member of the Council, to serve on that committee.
- c) The President of The Association or nominated deputy shall be an ex-officio member of all sub-committees/working parties.
- d) All sub-committees/working parties must make regular reports, including financial statements, to the Council.
- e) All sub-committees/working parties may be allowed a float, such amount to be set by the Council.



## British Association of American Square Dance Clubs

- f) All members of sub-committees/working parties shall retire at the Annual General Meeting but are eligible for re-appointment by the Council.
- g) In the event of voluntary dissolution of a sub-committee/working party all funds and property will be immediately returned to The Association.
- h) If a sub-committee's/working party's behaviour is not in accord with its terms of reference or good practice or the aims of The Association the Council shall have the right to dissolve that sub-committee/working party without notice and assume direct responsibility for all matters and funds pertaining thereto.

### **Article 7. Co-option by the Council**

The Council may co-opt such other individuals as may be deemed necessary from time to time.

**7.1.** Co-opted Ordinary members of the Council and sub-committee chairmen or representatives are not entitled to vote at Council meetings.

### **Article 8. Meetings**

Meetings shall be held for the purpose of conducting the business of The Association and in the case of General and Open Business Meetings to provide the opportunity for all members and interested dancers to meet, exchange views and ideas and assist in formulating the policies of The Association.

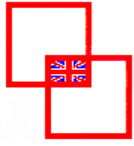
The following rules for meetings shall apply.

#### **8.1. Quorum**

- a) The Quorum for an **AGM, EGM** and **Open Business Meeting** shall be 10% of the total of fully paid-up members. Failure to reach quorum shall result in those attending continuing the meeting informally. Should any decisions require to be made they shall either be placed on the agenda for the next meeting or submitted to the membership for postal vote.
- b) Quorum for **all other meetings** shall be the number of members attending.

#### **8.2. Voting**

- a) Decisions at **all meetings** shall be by majority vote of those attending and having entitlement to vote.
- b) All voting members attending **General or Open Business Meetings** shall be issued with a voting card upon signing the attendance register. **Each full member shall hold one vote. Any person shall only represent one full member.**



## British Association of American Square Dance Clubs

- c) Voting by proxy shall not be permitted.
- d) **A Council member, Federation representative or interested dancer may not vote** at any meeting other than as an official representative of a Full Member. The exception to this rule being in the event of a tied vote when the Chairman shall have the casting vote.
- e) An ex officio Council member attending a sub-committee / working party shall not have the entitlement to vote.

### 8.3. Postal Votes

Any item may be submitted to the entire membership for postal vote, **allowing one month for response**, the result of which shall be decided by simple majority of those members responding. Such item shall be called by The Council, or at the request of the membership.

### 8.4. Minutes

Minutes **of all** meetings shall be kept.

### 8.5. Annual General Meeting

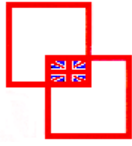
An Annual General Meeting shall be held within nine months of the end of the financial year.

- a) **Notice of Meeting**

Notice of an AGM shall be sent to all members no later than four weeks prior to the date of that meeting. Such notices sent by post are deemed to have been so given.

- b) **Procedure**

- (i) Call to order by the Chairman
- (ii) Roll-Call (of paid up members supplied by the Treasurer)
- (iii) Appointment of scrutineers and temporary Chairman
- (iv) Adoption of minutes of previous Annual General Meeting
- (v) Matters Arising
- (vi) Officers and Federation Reports
- (vii) Adoption of Treasurer's Report and Budget
- (viii) Appointment of Auditor for the ensuing year



## British Association of American Square Dance Clubs

- (ix) Any other business - **relevant to the AGM only** (notice of such items should, where practical, have been notified to the Secretary prior to the start of the meeting)
- (x) Retirement of existing officers
- (xi) Declaration of election results by temporary Chairman followed by new Council members taking their chairs
- (xii) New President's address
- (xiii) Closure of Meeting.

### c) **Minutes**

The minutes of the AGM shall be sent to all members no later than 60 days after that meeting.

## 8.6. Extraordinary General Meetings

An Extraordinary General Meeting can be called at any time at the written request of at least 10% of Full Members or at the discretion of the Council.

### a) **Notice of Meeting**

All members shall be notified in writing, not less than **14 days** and not more than **28 days**, prior to the date of the meeting detailing the item(s) to be discussed or the resolution to be moved. Such notices sent by post are deemed to have been so given.

### b) **Procedure**

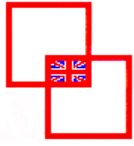
- (i) Call to order by Chairman
- (ii) Roll-Call (of paid-up members attending)
- (iii) Specific item(s) for discussion
- (iv) Vote
- (v) Closure of Meeting

## 8.7. Open Business Meetings

A minimum of one Open Business Meeting shall be held each year. Others may be held as and when deemed necessary.

### a) **Notice of Meeting**

Notice of meetings, including Agenda and minutes of the previous OBM, shall be sent to all members at least **two weeks** prior to the date of the meeting.



## **British Association of American Square Dance Clubs**

Such notices sent by post are deemed to have been so given.

### **8.8. Council Meetings**

Council meetings for the purpose of conducting the business of The Association shall be held when and where necessary at the discretion of the Council.

#### **a) Notice of Meetings**

All Council members shall be given reasonable notice of all meetings. Such notices sent by post are deemed to have been so given.

### **8.9. Sub-Committee and Working Party Meetings**

Sub-committee and working party meetings for the purpose of conducting their business shall be held as and when necessary at their discretion.

#### **a) Notice of Meeting**

All sub-committee/working party members shall be given reasonable notice of meetings. Such notices sent by post are deemed to have been so given.

## **Article 9. Finance**

The income and assets received by and belonging to The Association shall be applied solely towards the purposes of The Association as set forth in this constitution and no portion thereof shall be paid or transferred directly by way of dividend, bonus or otherwise howsoever by way of profit to any member of The Association provided that nothing herein shall prevent the payment in good faith of reasonable and proper remuneration to any officer or servant of The Association or the repayment of out of pocket expenses.

### **9.1. Bank Accounts**

The monies of The Association shall be deposited with a bank/building society approved by the Council. All cheques and other appropriate financial documents on behalf of The Association shall be signed by any **two** members of the Council, and the bank/building society shall be notified in writing to this effect.

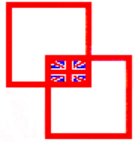
### **9.2. Investment of Surplus Funds**

The Council shall invest any funds or income of The Association not immediately required in a manner beneficial to the members and within the bounds of current financial legislation.

### **9.3. Financial Year**

The financial year of The Association shall be the First day of April to the Thirty-first day of March.

### **9.4. Annual Accounts**



## **British Association of American Square Dance Clubs**

Proper accounts shall be kept and such accounts shall be independently examined by a qualified person annually and then presented to the Annual General Meeting for approval by the membership.

### **9.5. Financial Statements**

Financial statements shall be presented at every Annual General Meeting, Open Business Meeting, and Council Meeting. Financial statements given at Sub-committee / working party meetings shall be relevant to that meeting.

### **9.6. Invoices**

a) The Treasurer will periodically send out invoices as required which are due for payment in accordance with the terms printed thereon. **The cost of rendering reminders will be charged to each late payment of an invoice.**

b) All members agree to pay their dues, fees and subscriptions within the stated period. Should any invoice not be settled within the period stated, The Association may take steps to recover the outstanding debt.

### **9.7. Obligation**

The signing of any contracts or agreements shall be in the name of "**The British Association of American Square Dance Clubs**". No member or individual shall obligate The Association in any way without the prior approval of the Council.

### **9.8. Property**

An inventory of all property and equipment acquired shall be maintained. All such property or equipment shall remain the possession of The Association. Such inventory shall be held by the Treasurer.

### **9.9. Discretionary Spending Limit**

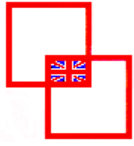
The Association shall approve a maximum sum that may be utilised on any item or items by the Council in any one year, such figure to be agreed by the membership at the Annual General Meeting as part of the "Budget" for the ensuing year. Such sum is to be in addition to the normal running expenses of The Association.

### **9.10. Liability**

Council members must act reasonably and prudently in all matters of finance and in strict accordance with the constitution as failure to do so could leave them jointly and severally liable for any debts incurred by their actions. Ultimately the membership is liable jointly and severally under the laws of the United Kingdom for the debts of The Association in the event of insolvency.

### **9.11. Special Events and Charities**

The Association may raise monies for special events and charities. Such monies



## **British Association of American Square Dance Clubs**

must be kept in a separate bank/building society account and shall be noted on the annual accounts. All cheques issued on such bank/building society accounts shall require at least **two** signatories one of which shall be a serving member of the Council.

### **Article 10. Annual Subscription**

This shall consist of the membership fee, an insurance premium and any other fees that may become applicable from time to time, as determined by the Council, and must be paid by the due date or such later date as the Council may decide.

#### **10.1. Membership Fee**

The membership fee for the ensuing year is due on the First day of April and shall be determined and set by the Council prior to the end of the financial year.

#### **10.2. Insurance Premium**

The insurance premium is due on the first day of April and is an integral part of the Annual Subscription being available only with Full Membership.

#### **10.3. Other Fees**

The Association reserves the right to charge members any other fees that may become payable.

### **Article 11. Area Federations**

A Federation consists of a group of clubs, constituted for their mutual benefit, within a defined boundary as approved by The Association.

#### **11.1. Liability**

The Association shall not be liable for Federation debts or obligations.

### **Article 12. Clubs**

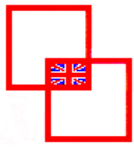
The Association shall have no responsibility for club constitutions. Nor shall it be in any way liable for their debts or obligations.

### **Article 13. Training and Support**

The Association will, where practicable and deemed appropriate, offer support to all Full Members and Area Federations in the following categories (others may be considered).

#### **13.1. Formation and Development**

Assistance in the formation and development of clubs, including publicity material



## **British Association of American Square Dance Clubs**

and ideas for which are available from the Council.

### **13.2. Financial Assistance**

Any Full Member or Federation may apply to The Association for financial assistance. Application forms are available from Council officers. **The granting of any such assistance is at the discretion of the Council and it is in no way implied that any Member or Federation shall have the right to financial assistance.**

### **13.3. Leadership**

Assistance and guidance in management, secretarial and financial skills.

### **13.4. Development of the skills for Calling, Cueing and Teaching.**

### **13.5. Arbitration**

In the event of a dispute in which the Council is asked to arbitrate, the decision of the Council shall be final.

## **Article 14. Affiliation to Other Bodies**

The Association may apply for affiliation to such other bodies as the Council may deem appropriate.

## **Article 15. Winding Up Procedures**

### **15.1. The Association**

The Association may only be dissolved when the majority of members remaining agree at an AGM or EGM that the main purpose of The Association no longer exists. If there is a deficit on dissolution the members immediately prior to dissolution shall be liable to make this good and shall decide how this can be done. Conversely if there is a surplus on dissolution the remaining members shall decide, by simple majority, the destination of these funds and assets. Should such a decision not be possible then the surplus shall be divided equally between the remaining clubs.

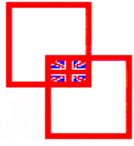
### **15.2. Federations**

Dissolution of an Area Federation shall be as laid down in Article 15 sub paragraph 1 substituting the word "Federation" for "Association".

## **Article 16. General Matters**

### **16.1. Codes of Etiquette**

- a) All members agree to abide by the **"Code of Etiquette for Clubs"**.
- b) All members shall be responsible for informing their dancers of, and encouraging them to abide by, the **"Code of Etiquette for Dancers"**



## British Association of American Square Dance Clubs

**Behaviour".**

### **16.2. Callers & Cuers**

**All Callers and Cuers are strongly advised to become members of The Square Dance Callers Club of Great Britain.** They should also be encouraged to become members of **Callerlab / Roundalab.**

### **16.3. Notification of change of contact and address**

All members shall be responsible for notifying the Secretary or Treasurer of The Association of any relevant change of contact and address to which correspondence shall be sent.

## **Article 17. Amendments to Constitution**

This Constitution may be amended by majority vote at an AGM or EGM of The Association, or by postal vote, provided that the proposed amendment has been presented to the membership, in writing, two months prior to the meeting.

**END**

Certification

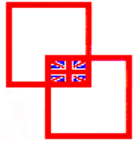
We certify that the above Constitution has been approved by the membership, after a postal vote, the result of which was declared at an Annual General Meeting held on 9 September 2001.

President \_\_\_\_\_ Date \_\_\_\_\_

Secretary \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

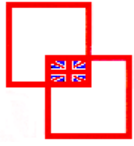
Note: Original signed by Linda Gill and Carole Last on 28<sup>th</sup> November 2001 and witnessed by Derek Nicholls.



## British Association of American Square Dance Clubs

### Appendix A. Code of Practice for Member Clubs Article 16.1 (a)

- 1.** The Association motto "Fun and Friendship Set to Music" should be the foundation of all club activities.
- 2.** Clubs should encourage dancers to abide by the Code of Etiquette for Dancers. This might be accomplished and regularly reinforced at student classes and on club nights.
- 3.** The welfare and enjoyment of club members and dancers should be the uppermost consideration at all dances and club events.
- 4.** Where practical, clubs should provide student classes for newcomers to Square Dancing or to the appropriate dance programme of that club.
- 5.** Every assistance and opportunity should be available for students to achieve a good standard of dance and an understanding of the Square Dance Association, to which they are entitled.
- 6.** Where possible clubs should appoint or elect a representative to attend Association meetings and put forward the views of their club.
- 7.** Clubs should make every effort to promote Square Dancing within their area.



## British Association of American Square Dance Clubs

### Appendix B Code of Etiquette for Dancers Article 16.1 (b)

- 1.** Always be courteous and considerate to all other dancers. Avoid dancing with the same people each tip. Mix and be sociable with others.
- 2.** Never deliberately walk through a Square, always walk around the outside.
- 3.** Resist entering a Square alone in hope that someone might partner you, ask a person to join you first. Once in a Square do not leave it until the tip is over unless for good reason (i.e. injury, urgency).
- 4.** Be patient and always willing to help those dancers who are inexperienced or have some difficulty with movements.
- 5.** If you are not taking part in the dance then keep clear of the dance area so as not to cause obstruction. Keep talk or noise to a minimum so that fellow dancers may hear the Caller/Cuer clearly.
- 6.** Dancers should wear Square Dance dress appropriate to the dance or event. Suitable footwear should be such so as not to cause injury or damage the floor.
- 7.** Avoid wearing jewellery or other articles that might cause injury or discomfort (i.e. cluster rings, belt keys, and sharp objects).
- 8.** Avoid being loud or boisterous to the discomfort of others. Hold hands lightly.
- 9.** If refreshments are provided do not rush to the tables or servery. Be orderly and show good manners.
- 10.** Have consideration to personal hygiene and by not consuming certain foods or drink at or before a dance, so avoiding bad breath or body odour.
- 11.** Be a good ambassador to your Club and to the Square Dance movement. Give active and willing support.
- 12.** Have fun, make friends, abide by the Code of Etiquette and encourage fellow dancers to do likewise.

## British Association of American Square Dance Clubs

### Association copy

#### Acceptance

All clubs wishing to become members of "The British Association of American Square Dance Clubs" must sign this clause to signify their acceptance of the Constitution and as a binding obligation to the furtherance of the American Square Dance motto 'Fun and Friendship set to music'.

For and on behalf of **The Association** ..... **President**

For and on behalf of .....**Square Dance Club**

Signed.....Print Name.....

Office Held.....

## British Association of American Square Dance Clubs

### Club copy

#### Acceptance

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For and on behalf of **The Association** ..... **President**

For and on behalf of .....**Square Dance Club**

Signed.....Print Name.....

Office Held.....