

BYLAWS OF THE GREATER KNOXVILLE CHAPTER OF THE UNITED STATES AMATEUR BALLROOM DANCERS ASSOCIATION, INC. # 260

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GREATER KNOXVILLE CHAPTER OF THE “UNITED STATES AMATEUR BALLROOM DANCERS ASSOCIATION, INC” # 260

BYLAWS

ARTICLE I -NAME AND SEAT

A. NAME: The name of the chapter is "GREATER KNOXVILLE CHAPTER OF THE 'UNITED STATES AMATEUR BALLROOM DANCERS ASSOCIATION, INC.' # 260" (hereinafter called the "Chapter").

B. SEAT: The seat of the Chapter shall be the address of the incumbent President unless otherwise directed by the Board of Directors (BOD).

ARTICLE II- ORGANIZATION, FUNCTIONS & LIMITATIONS

The Chapter shall be organized and operated exclusively for charitable and/or educational purposes as set forth in these Bylaws and in accordance with the Corporate Regulations, Bylaws and Policies and Procedures of the United States Amateur Ballroom Dancers Association, Inc. (hereinafter “USABDA”).

A. STRUCTURE: The Chapter is open to individuals involved in Dancesport and recreational ballroom dance. It is managed by elected officers and directors. It is governed by 1) the Corporate Regulations of USABDA, 2) the Bylaws of USABDA, 3) the Policies and Procedures of USABDA, and 4) the Bylaws and Policies and Procedures of the Chapter.

B. ACTIVITIES: Solely in furtherance of its purposes and goals, by way of exemplification of activities, the Chapter shall:
(These activities are not ranked in order of Chapter priorities).

1. organize and foster programs for the recreational enjoyment of ballroom dancing by all ages and create opportunities for the general public to participate in ballroom dancing,
2. promote amateur Dancesport as an Olympic sport,
3. organize and foster local amateur Dancesport events,
4. organize and foster programs which assist in the expansion of amateur Dancesport and assist in the elevation of dancing skills among amateurs including beginner development, intermediate development and Championship level development,
5. provide an equal opportunity to amateur athletes, coaches, trainers, managers,

administrators, and officials to participate in local amateur Dancesport competitions, without discrimination on the basis of race, color, religion, age, sex, or national origin,

7. organize and foster programs for Dancesport and recreational ballroom dancing in colleges, high schools, middle schools, and primary schools in the greater Knoxville area,
8. organize and foster educational programs among the public about the healthful aspects of ballroom dancing; its physical, mental and social benefits.

C. AUTONOMY: Except for compliance with the rules of USABDA the Chapter shall be autonomous in the governance of its affairs and may not delegate determination or control of matters central to such governance.

D. THE CHAPTER SHALL NOT:

1. Carry on propaganda, or participate in, or intervene in any political campaign (including the publication or distribution of statements) on behalf of any candidate for public office,
2. carry on any activities not permitted to be carried on
 - a. by a corporation exempt from Federal income taxes under Section 501 (c) (3) of the Internal Revenue Code (or the corresponding provision of any future U. S. Internal Revenue Law) or,
 - b. by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code (or the corresponding provision of any future U. S. Internal Revenue Law),
3. carry on any activities that would jeopardize the tax-exempt status of USABDA as set out in Article II, Section D, 2, (a) and (b) above,
4. carry on any activities that would encumber or otherwise obligate USABDA, the officers and directors of USABDA, or any other USABDA Chapter to any other person or legal entity without first obtaining their express written consent.

ARTICLE III – MEMBERSHIP

A. ELIGIBILITY:

Membership in the Chapter shall be in compliance with the requirements for individual membership in USABDA; wherein individual membership is restricted to United States citizens, or to those who currently reside in the United States or one of its possessions.

Membership in the Chapter shall at all times be open to any amateur dancer, coach, trainer, administrator, or official that is active in amateur Dancesport or recreational ballroom dancing, and does not discriminate on the basis of race, color, religion, age, sex, or national origin.

An amateur dancer is an individual for whom Dancesport is strictly an avocation and a recreational activity and/or competitive sport; and who neither seeks, nor receives, personal material gain from dancing.

B. USABDA MEMBERSHIP CATEGORIES:

- 1. AMATEUR ATHLETE:** An amateur dancer who participates in Dancesport competition.
- 2. BALLROOM DANCER:** A keen dancer and supporter of Dancesport who does not compete but strives to dance at proficiency levels similar to those who do compete. This category may include retired Dancesport Athletes and other avid supporters of USABDA and the Olympic movement.
- 3. SOCIAL DANCER:** A dancer who does not compete but who enjoys dancing and appreciates the physical, mental, and social benefits of engaging in a regular program of dancing and wishes to support USABDA and the Olympic movement.
- 4. CHAMPIONSHIP AMATEUR DANCER:**
(SEE USABDA RULEBOOK FOR DEFINITION)
- 5. MANAGER:** An individual (other than a dance professional) who is engaged in the support of Dancesport activities or Amateur Athletes.
- 6. TRAINER:** An individual (other than a dance professional) who is engaged in the physical or mental training of amateur Athletes.
- 7. OFFICIAL:** An individual (other than a dance professional) who is eligible to officiate at amateur Dancesport competitions (e.g. judge, scrutineer, MC, music director).
- 8. ASSOCIATE MEMBER:** Any individual who is not eligible or desirous of membership in any other category, but who wishes to support the aims and objectives of USABDA.

C. VOTING MEMBERS: Voting members in the Chapter shall consist of the USABDA Membership Categories of Amateur Athlete, Ballroom Dancer, Social Dancer, Manager, Trainer, and Official, be eighteen (18) years of age or older, and be in good standing with USABDA.

D. CONDUCT: The Chapter will keep its members informed of its rules and standards. Members shall abide by the rules and standards of USABDA and the Chapter and shall conduct themselves in a sportsmanlike, courteous, and orderly manner. Members also have an obligation to keep the Chapter informed of their current permanent address.

E. OPPORTUNITY TO PARTICIPATE: Participation in Chapter activities is open to all members of USABDA in accordance with USABDA Bylaws and Policies and Procedures and regardless of Chapter affiliation. Members of the general public may also be invited to participate in Chapter activities and are expected to adhere to the policies and procedures of the Chapter.

F. GRIEVANCES: The procedures for grievances, pertaining to any matter within the cognizance of the Chapter, and alleging a violation of any provision of these Bylaws that would not otherwise come under the purview of the USABDA Governing Council,

1. shall be uniformly enforced by the BOD of the Chapter and;
2. shall be followed by Chapter members.

1. **FILING:** Any member of the Chapter may file a written grievance in the form of a Complaint, pertaining to any matter within the cognizance of the Chapter and alleging a violation of any provision of these Bylaws. At the time of filing, a copy of the Complaint shall be sent to the Chapter President and Secretary.
2. **FORM:** Any grievances shall be signed and shall allege with particularity the nature of the grievance and/or each claimed violation of the Chapter Bylaws by reference to specific sections thereof, stating in concise language how, when, and where the alleged violation occurred. The factual allegations shall be set forth in numbered paragraphs, each paragraph containing a single factual allegation.
3. **COMPLAINT DISPOSITION:** Upon receipt of a grievance, the President shall promptly advise the BOD. Every effort will be made to resolve the grievance through informal means.
4. **HEARING PANEL:** The member filing a grievance may request a hearing,
 - a. if he or she is not satisfied with the proposed resolution of the matter reached by informal methods or,
 - b. if no action is taken to resolve the matter informally within thirty (30) days.Upon receiving the grievance, the President shall promptly appoint at least three (3) members of the Chapter, at least one of whom shall be a member of the current BOD, none of whom shall have an interest in the subject matter of the grievance or complaint, to hear evidence, make findings of fact, and report the issues raised back to the entire BOD. Such hearing shall be convened as expeditiously as possible.
5. **RESPONSE:** Prior to the scheduling of a hearing, the Chair of the Hearing Panel shall cause a copy of the Complaint to be delivered to the respondent(s), if any, either in person or by certified mail. The respondent(s) shall have thirty (30) days to file with the Chair of the Hearing Panel a signed Answer responding to each of the factual allegations in the Complaint. The respondent(s) may include new matter, also in numbered paragraph form, which contains additional facts. The Chair of the Hearing Panel shall cause copies of the Answer to be delivered to all interested parties.
6. **HEARING:**
 - a. At the hearing the parties shall have the right to present relevant and material evidence. The panel members may at their discretion question witnesses. Formal rules of evidence shall not be followed.

- The Panel shall conduct the hearing fairly and expeditiously.
- b. After the close of the hearing, the Panel shall prepare a written report. The report shall consist of findings of fact and a recommended disposition. The Panel shall direct and transmit its report to the BOD. A copy of the report shall be delivered to the parties in person, or by certified mail (return receipt requested).
 - c. Within 30 days after receipt of a copy of the report, a party may request in writing an opportunity to submit a written statement or to present oral argument to the BOD before the grievance is decided. Such request shall be addressed to the President and shall state specifically the matters desired to be presented. The BOD, in its discretion, may grant or deny the request. If the BOD grants the request, in whole or in part, the party shall be limited to presenting matters of record as stated in its request. Thereafter, the BOD shall decide the grievance, and such decision shall be final.
 - d. If no request is filed or if the BOD denies such a request, then the BOD forthwith shall decide the grievance on the basis of the contents of the report from the Hearing Panel, and such decision shall be final.
 - e. Upon review, the BOD may:
 - (i) return the grievance to the panel for clarification or for the taking of additional evidence or
 - (ii) supplement the record by receiving additional evidence itself.
 - f. The BOD shall notify the parties of its disposition of the grievance.

G. RESIGNATION OR LOSS OF MEMBERSHIP: Any member who resigns or is otherwise dropped from membership and who, at a later date, wishes to reapply for membership shall be subject to the rules, criteria, and procedures for new members in effect at the time of reapplication.

H. MEETINGS OF MEMBERS: Within each calendar year there shall be an Annual General Meeting (AGM) of the Chapter open to attendance by Members who are affiliated with the Chapter and in good standing with USABDA. The AGM shall be held in November. At the AGM, officers and directors shall present reports pertinent to the Chapter. Summaries of these reports shall also be printed in the Chapter's newsletter and otherwise made available to the membership. The election of the Board of Directors for the next term will take place at the AGM.

I. ACTIONS AND LIMITATIONS OF MEMBERS: All actions requested, required to be approved, or acted upon by the Voting Members shall be done by written ballot at the AGM in accordance with USABDA Bylaws. Notice of issues to be voted upon, notice of the election, and notice of the nominees for office will be published to the Chapter membership at least thirty (30) days in advance and mailed to all Chapter Members in conjunction with the Chapter Newsletter. Unless otherwise specified as requiring a greater number in these Bylaws, actions of the membership shall require an assenting vote of not less than a majority of votes cast at the AGM.

In the event that the election of the BOD is uncontested, then the President may call for a Motion to Accept the Slate of Nominations from the Nominations & Elections Committee by Acclamation and, upon a second, call for a vote by a show of hands in lieu of a written ballot.

No member, committee or person may act in the name of the Chapter without the prior approval of the BOD and then only to the extent and for the term of said approval. Such approval shall not violate Article II, Section C of these Bylaws requiring the Chapter to be and remain autonomous.

ARTICLE IV- BOARD OF DIRECTORS (BOD)

A. FUNCTION: The BOD is the body of the Chapter that is responsible for establishing the Rules and Policies and Procedures of the Chapter and directing the Chapter in accordance with its functions and goals.

B. MEMBERS: The members of the BOD of the Chapter shall consist of the following:

1. the President,
2. the General Vice President,
3. the Secretary,
4. the Treasurer,
5. the Vice President for Social Dance,
6. the Vice President for Youth, and
7. three (3) members of the Chapter from at large
8. any state, regional or national U.S.A.B.D.A. officer or director.

C. NON-VOTING ATTENDEES: In addition to the attendance of the Directors, the following may attend and, under the control of the Chair, have a voice at meetings of the BOD:

1. past presidents of the Chapter,
2. chairpersons of Chapter committees,
3. any member of the Chapter asked to attend by the President or two (2) or more Directors to speak on a specific agenda item,
4. any member who requests in writing, and upon approval by the President or two (2) Directors, to address the BOD on a specific agenda item and submits a brief summary of his or her comments to the President prior to the start of the BOD meeting.

Any member of the Chapter may attend the meeting of the BOD as an observer provided that his or her attendance is not disruptive of the meeting, prior notice of attendance is given to the President twenty-four (24) hours in advance and there are adequate seating accommodations.

D. QUALIFICATIONS:

1. The members of the BOD shall have been Voting Members in good standing for not less than one (1) year preceding their holding any

Director's position on the BOD and shall remain Voting members of the Chapter in good standing in order to qualify to continue to serve on the BOD. The one-year requirement is waived for the initial twelve (12) months of the Chapter start-up.

2. The nominees for the Chapter Directors on the BOD shall be selected without regard to race, color, religion, national origin or sex.

E. SELECTION AND TERM:

1. **DIRECTORS:** The Chapter Directors shall number nine (9) and shall be elected, from an at-large election of all Voting Members of the Chapter, for a term of two (2) years at the AGM to coincide with the calendar year. The Nominations & Elections Committee will propose a slate of at least nine (9) members to the Chapter electorate in accordance with Article III, Section I, Article VI, Section D and Article VII of these Bylaws. The first two (2) year term shall commence on January 1, 2003.

2. **OFFICERS:** Election of the Chapter officers shall be the first order of business of the newly elected BOD. The officers shall be chosen from among the Directors and the person elected shall be the person receiving the plurality of votes for that office. The elections may be by secret written ballot or by voice vote at the discretion of the Directors. The term of the officers shall run coincident to their term on the BOD with the exception of the President and Treasurer who will continue to hold office until:

- a. the newly elected BOD has held their January meeting and elected new officers, and
- b. all reports and materials have been promptly and properly transferred to the new officers to effect a smooth transition of leadership.

While not a requirement for holding any office, it is suggested, if possible, that the Directors elected to the positions of President, General Vice President and Treasurer be of Amateur Athlete status.

F. REMOVAL AND VACANCIES: Any member of the BOD may be removed for cause by an assenting vote of a majority of the Chapter membership, or by a 75% affirmative vote of the BOD.* In the case of a person's failure to continue to qualify as a voting member in good standing, forfeiture of position on the BOD shall be automatic upon BOD affirmation of loss of good standing. In the event of death, resignation, or removal for any reason, the vacancy will be filled for the unexpired term by appointment of the President and ratification by the BOD.

* The BOD member in question is a voting member until removed from office, *i.e.* if he is present, he may vote for or against his own removal from office.

G. COMPENSATION: No Chapter director, officer, or committee chairperson shall receive compensation relating to their post or to the administration of any portion of the Chapter. They may, however, receive reimbursements for direct, out-of-pocket expenses incurred in the performance of duly authorized Chapter duties or assignments provided said expenses are authorized in advance by the BOD.

H. BOARD OF DIRECTORS MEETINGS: The BOD shall meet at least bimonthly. Additional meetings of the BOD shall be at the discretion of the President. The President will prepare an agenda in advance of the meeting and, if possible, publish it to the Directors and members. The other Directors may notify the President to have items added to the agenda and any member may request an item be added to the agenda. The President, or any five (5) Directors upon notification of the President, may call a telephone or Instant Messaging conference meeting for the purpose of conducting Chapter business that cannot wait until the next scheduled BOD meeting. Provided the requirements for a quorum are met, these meetings shall constitute an official meeting of the BOD. Every effort shall be made to notify all Directors in advance of the meeting.

I. QUORUM AND ACTION: A majority of the Directors of the BOD present shall constitute a quorum. Actions of the BOD shall require an assenting vote of not less than a majority of the voting Directors.

J. REPORTING: Following each meeting of the BOD, the Secretary, shall submit a written report to the President of the meeting minutes and to each member of the BOD prior to the next meeting.

K. PROXIES: Proxies may be used to vote on specific agenda items when a Director knows that he or she will be unable to attend a scheduled BOD meeting. Proxies should be written and signed by the Director and the Secretary will file them with the meeting minutes.

L. NO DUAL SERVICE: No person may hold more than one voting position on the BOD, at any one time.

M. ACTION WITHOUT A MEETING: The BOD shall be empowered to take any action in the absence of a face-to-face or phone conference meeting that it could take at such meetings by obtaining the written or email consent and approval of a majority of the voting Directors of the BOD.

N. RESIGNATIONS: Any member of the BOD may resign at any time. Resignations shall be submitted in writing and shall become effective without approval at the time specified therein. If no time is specified, then resignation shall become effective upon receipt.

O. RESIGNATION BY ABSENCE: Any Director absent without excuse from the President from more than two (2) consecutive meetings of the BOD may, upon concurrence of 75% of the remaining Directors, be considered to have resigned by Absence.

ARTICLE V - DUTIES OF OFFICERS AND DIRECTORS

A. PRESIDENT: The President shall be a member of USABDA, in good standing, for at least one year prior to being elected to office. The President shall preside at all membership meetings of the Chapter and all meetings of the BOD. Each year the President shall submit for BOD approval a Plan and Budget to guide the next year's activities. The President shall be responsible for executing the plan and budget approved by the BOD. The President shall see that the orders and resolutions of the BOD are carried out and shall have such other duties and responsibilities as are prescribed for the office in the Parliamentary Authority and/or designated by the BOD. The President shall make all committee assignments and designate the committee chair unless otherwise specified in these Bylaws. In order to assure that committees are able to perform their functions in an efficient manner and effect the guidelines and Policies and Procedures established by the BOD, the President may from time to time appoint additional members to the committees and/or remove members from the committees unless otherwise specified in these Bylaws. The President, or his or her designate, shall represent the Chapter at meetings with other organizations or groups. The President shall cosign with the Treasurer all checks, drafts or notes greater than \$100.00. The President shall sign, with the Treasurer, all contracts and other instruments on behalf of the Chapter when so authorized by the BOD. Except for the Nominations Committee, the President shall *ex-officio* be a member of all Chapter committees.

B. GENERAL VICE PRESIDENT: The General Vice President shall be a member of USABDA, in good standing, for at least one year prior to being elected to office. The General Vice President shall act in the place and stead of the President in his or her absence or incapacity. In the event of a vacancy in the office of President, the General Vice President shall succeed to the Presidency. Other duties of the General Vice President shall be designated by the President or the BOD.

C. SECRETARY: The Secretary shall keep the minutes of all meetings of the Chapter and of the BOD. The Secretary shall record all votes at meetings and actions taken without a meeting. The Secretary shall distribute the minutes of each meeting to all proper persons after the meeting. The Secretary shall perform such other functions as shall be prescribed in the Parliamentary Authority and/or designated by the BOD or President.

D. TREASURER: The Treasurer shall be a member of USABDA, in good standing, for at least one year prior to being elected to office. The Treasurer shall:

1. be the trustee of all monies and shall deposit them in a bank in the manner designated by the BOD in compliance with USABDA Policies and Procedures,
2. sign all checks, drafts, and notes of the Chapter,
3. maintain complete and accurate financial records,
4. present financial and operations statements to the BOD at its regular meetings,
5. present financial reports to the membership at the Annual General Meeting,
6. be bonded, if so required by the BOD, by an amount to be determined by the BOD (The cost of securing and maintaining the bond shall be paid by the Chapter),
7. shall sign, with the President, all contracts and other instruments on behalf of the Chapter when so authorized by the BOD,
8. shall act in the place and stead of the President in his or her absence or incapacity and in the absence or incapacity of the General Vice President. In the event of a vacancy in the office of President and General Vice President, the Treasurer shall succeed to the Presidency.

E. VICE PRESIDENT FOR YOUTH: The Vice President for Youth shall:

1. outline the work, goals and dates of accomplishment of the Youth committee,
2. assure that the implementation of Youth programs is consistent with the policies of USABDA, the Chapter and the BOD,
3. perform such other functions as shall be prescribed in the Parliamentary Authority and/or designated by the President or BOD.

F. VICE PRESIDENT FOR SOCIAL DANCE: The Vice President for Social Dance shall:

1. oversee and guide the administration and development of the social and/or recreational dance programs and activities of the Chapter in accordance with the policies of the BOD,
2. preside at the Social Dance Committee (SDC) meetings and call meetings as needed,
3. be an *ex-officio* member of all SDC subcommittees,
4. in consultation with the President and Treasurer and subject to the approval of the President and Treasurer and subsequent ratification by the BOD, secure a site for the Chapter's social and/or recreational dance programs and activities,

5. in consultation with the President and Treasurer and subject to the approval of the President and Treasurer and subsequent ratification by the BOD, secure an instructor for the Chapter's educational programs and activities,
6. have such other duties and responsibilities as prescribed in the Parliamentary Authority and/or designated by the President or BOD.

G. LIMITATIONS: The Officers and individual Directors may not:

1. incur indebtedness on behalf of the Chapter without the prior written consent of the BOD,
2. circumvent or alter the rules, guidelines and Policies and Procedures as established by these Bylaws, or the BOD,
3. implement rules, guidelines or Policies and Procedures for the Chapter without prior approval of the BOD,
4. exceed their prescribed duties or functions.

ARTICLE VI - COMMITTEES

A. YOUTH COMMITTEE: The function of the Youth Committee is as stated below. All activities must be conducted in conformance with policies and procedures or guidelines approved by the BOD.

1. serve as the principal advisory body to the BOD in matters related to competitive Dancesport and social/recreational dancing programs and activities sponsored by the Chapter in the Colleges, High Schools, Middle Schools, and Primary Schools in the Greater Knoxville, Tennessee area,
2. promote competitions and social/recreational dancing at local schools and colleges,
3. perform additional functions as determined by the BOD or President.

The Vice President for Youth will be the Committee Chair and will appoint the members of the Youth Committee in consultation with the President. The members will serve for a term of two (2) years. The Committee will meet at least once per annum and from time to time as determined by the Chair. The Vice President for Youth may request the President to appoint subcommittees to assist in the work of the Youth Committee. The Vice President for Youth will *ex officio* be a member of said subcommittees.

B. SOCIAL DANCE COMMITTEE: The function of the Social Dance Committee is as stated below. All activities must be conducted in conformance with policies and procedures or guidelines approved by the

BOD:

1. to serve as the principal advisory body to the BOD in matters related to the social and recreational dance activities and programs of the Chapter,
2. to implement and administer the Social Dance Policies and Procedures and Rules approved by the BOD,
3. to implement and administer the Social Dance related administrative procedures and guidelines approved by the BOD,
4. to perform additional Social Dance related functions as determined by the President or BOD.

The Vice President for Social Dance will be the Committee Chair and will appoint the members of the Social Dance Committee in consultation with the President. The members will serve for a term of two (2) years. The Committee will meet at least bimonthly and from time to time as determined by the Chair. The Vice President for Social Dance may request the President to appoint subcommittees to assist in the work of the Social Dance Committee. The Vice President for Social Dance will *ex officio* be a member of said subcommittees.

C. NEWSLETTER / PROMOTION AND PUBLICITY: The Newsletter / Promotion and Publicity Committee shall be chaired by the Chapter Newsletter Editor and shall function to:

1. oversee the collection, editing, printing, and distribution to the Chapter members of news about Chapter and BOD events, policies and procedures, rules and other items of interest such as a) amateur competitions, b) the healthful, training, equipment, and performance analysis aspects of amateur dancing, and c) news from other USABDA chapters (The Committee is responsible for publishing the Chapter's newsletter),
2. disseminate news about amateur dancing in the Knoxville, Tennessee area to the local news media,
3. prepare brochures and information about the Chapter and amateur dancing for distribution to the general public,
4. disseminate news about Chapter events to other USABDA chapters, area dance studios, and area dance related businesses,
5. additional functions as determined by the President or BOD.

The Newsletter Editor will be the Committee Chair and will appoint the members of the Newsletter / Promotion and Publicity Committee in consultation with the President. The members will serve for a term of two (2) years. The Committee will meet at least monthly and from time to time as determined by the Chair. The Newsletter Editor may request the President to appoint subcommittees to assist in the work of the Newsletter

/ Promotion and Publicity Committee. The Newsletter Editor will *ex officio* be a member of said subcommittees.

D. NOMINATIONS & ELECTIONS COMMITTEE: The Nominations & Elections Committee shall be appointed by the President subject to ratification by the BOD in July and shall consist of three (3) or five (5) voting members in good standing of the Chapter and, if possible, it is *suggested* that at least one (1) member of the Nominations & Elections Committee be of Amateur Athlete status. The President will not be an *ex officio* member of this committee and may not serve on this committee. No members of the committee may be candidates for election. At the time the Nominations & Elections Committee is appointed, the date of the upcoming election shall also be announced. The Nominations and Elections Committee shall function to:

1. seek qualified and willing candidates for serving on the Chapter's BOD,
 - a. The committee may solicit particular individuals to run for office.
 - b. The committee shall make a general Public Request for volunteers to be candidates for election to the BOD by announcement at Chapter dances and by publication in the Chapter Newsletter or by special mailing. The Public Request must be made at least 75 days prior to the date of the election and notice must be given that the cut-off date for receipt of volunteers will be 45 days prior to the date of the election. Notice must be given that the committee has no obligation to place the names of volunteers on the ballot. The Public Request will also inform the members of the procedures for Nomination by Petition as set out below.
 - c. The committee will get a written statement from all candidates that they are qualified and will serve if elected.
2. shall not engage in campaigning or electioneering for any candidate,
3. prepare a slate of nominees for the Chapter's BOD consisting of at least nine (9) members of the Chapter and USABDA, in good standing for at least one (1) year, and, if possible, it is suggested that at least three (3) of the nominees be of Amateur Athlete status,
4. formulate a ballot and distribute it to the members at least thirty (30) days prior to the date of the election by publication in the Chapter Newsletter or by special mailing and indicate clearly on the ballot the return address and the deadline for

- receipt of ballots,
5. shall include on the ballot all members that are Nominated by Petition,
 - a. Any member in good standing has a right to be placed on the ballot by presenting a petition signed by 10% of the Chapter's membership or 20 members whichever is less. The 10% of members shall be based on the number of Chapter members in good standing as of four (4) months prior to the election and that number shall be published in the Public Request.
 - b. The petition must be received no later than 45 days prior to the election.
 - c. Those members signing the petition must not have signed any other petition for the same office in the same year and must include their USABDA membership number
 6. shall receive ballots by mail and at the AGM, holding the ballots by mail to be opened at the time the ballot box is counted,
 7. oversee the election at the AGM insuring that the ballot box is secure, that only eligible members are allowed to vote, that members only vote once, that the votes are accurately tallied and then confirming the election results,
 - a. The committee will appoint three (3) tellers to open and tally the ballots and to certify the election results.
 - b. The tellers shall be members in good standing who are not BOD members, candidates or N&E committee members.
 8. place the ballots under seal and retain them for six (6) months in the event that anyone should call the election into question, after which time the election cannot be called into question and the ballots and election materials are destroyed.

E. SPECIAL COMMITTEES OR TASK FORCES: In addition to the committees listed above, the President may appoint, for terms not to exceed one (1) year, such special committees or task forces as may be needed to address specific problems or tasks. Selection of the members of these special committees or task forces may be based on their unique qualifications and availability and may include Associate Members.

F. LIMITATIONS: Committees may not:

1. incur indebtedness on behalf of the Chapter without the prior written consent of the BOD,
2. circumvent or alter the rules, policies, or procedures as established by these Bylaws, or the BOD,

3. implement rules or policies and procedures for the Chapter without prior approval of the BOD,
4. exceed their prescribed duties or functions.

ARTICLE VII - ELECTIONS

A. ELECTION PROCEDURES:

In the event that the slate of nominees for the BOD is uncontested and no other matters are to be put to a vote of the Chapter membership at the AGM, then the President will conduct the election pursuant to Article III, Section I; otherwise,

1. Ballots will be prepared by the Nominations & Elections Committee.
2. The Secretary shall provide the list of eligible Voting Members to the Nominations & Elections Committee and a list of ineligible members and the reason why they are ineligible.
3. Any member who is ineligible to vote due to a lapse in their dues payment may redeem their voting privileges by becoming current in their payments. Any member who joins the Chapter and USABDA at the AGM prior to the time of close of the election may vote.
4. The ballot shall include written instructions on the proper marking of the ballot and the time and place by which the ballots must be received by the Nominations & Elections Committee.
5. The ballots and calculations shall be kept by the Chair of the Nominations & Elections Committee for a period of six months following the Date of Election and AGM for inspection by any Voting Member in good standing.
6. If the election is called into question and errors are found during this six-month period, which would alter the reported results of the election, the correct results shall prevail.
7. After six (6) months have passed, the ballots and associated election materials shall be destroyed.

B. VALIDITY OF ELECTIONS: In the event questions are raised regarding fairness of elections or correctness of the results reported by the Nominations & Elections Committee the members of the BOD at the time of the election shall review the matter and their decision shall be final.

ARTICLE VIII - FINANCIAL ADMINISTRATION

A. FISCAL YEAR: The financial year for the Chapter shall be the calendar year. Terms of officers shall begin January 1 of a given year and as set out above in Article V.

B. DUES:

1. Annual dues may be established by the BOD and be subject to ratification by the Chapter members at the AGM.
2. The annual membership year for members shall be the same for membership in the Chapter as for USABDA. Any member whose dues remain unpaid for three (3) months shall be dropped as a member.
3. If a member's dues are paid later than three (3) months after becoming due, but within six (6) months, the member shall be reinstated to good standing upon receipt. If a member's dues become more than six (6) months past due, the member shall be considered to have resigned and shall be dropped from the rolls.

C. BOOKS AND RECORDS: The books and records of the Chapter shall be open to inspection by any Voting Member in good standing, to any person authorized by the Regional or National leadership of USABDA, and to inspection by other such persons as may be approved by the BOD or duly authorized by law. Inspections of books and records by members may be at the Annual General Meeting or at a mutually agreeable time and place.

ARTICLE IX - PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall be the Parliamentary Authority of the Chapter except where they are inconsistent with these Bylaws, or any special rules the Chapter may adopt.

ARTICLE X - AMENDMENTS AND CONFLICTS

1. These Bylaws may be amended by two-thirds (2/3's) of votes received from Voting Members in good standing.
2. Amendments may be proposed by the BOD on its own initiative or upon petition by any ten (10) Voting Members in good standing. All such amendments shall be presented by the BOD to the membership with or without recommendation. The amendments must be published to the membership at least sixty (60) days in advance of the vote on the amendments.
3. The ballot to amend these Bylaws shall be at a time determined by the BOD.
4. In case of conflict, the order of priority of control shall be:
 - a. FIRST PRIORITY to:
CERTIFICATE OF INCORPORATION of USABDA
 - b. SECOND PRIORITY to:
THE USABDA BYLAWS
 - c. THIRD PRIORITY to:
RULES AND POLICIES AND PROCEDURES APPROVED BY
THE USABDA GOVERNING COUNCIL
 - d. FOURTH PRIORITY to:

RULES AND POLICIES AND PROCEDURES APPROVED BY
THE USABDA REGIONAL COORDINATING COUNCIL –
REGION 2.

e. FIFTH PRIORITY to:
THESE BYLAWS

f. SIXTH PRIORITY to:
RULES AND POLICIES AND PROCEDURES APPROVED BY
THE CHAPTER BOARD OF DIRECTORS.

APPENDIX DEFINITIONS - TERMS AS USED IN BYLAWS

AMATEUR ATHLETE

_ is defined as any athlete who meets the eligibility standards established
by USABDA for Dancesport.

ASSOCIATE MEMBER

_ is defined as a person or a business who wishes to support the goals and
objectives of Dancesport but who does not qualify as a member in another
member category.

DANCESPORT

_ is defined as all of the Dancesport disciplines conducted or approved by
the IDSF or USABDA.

EXECUTIVE COMMITTEE (EC)

_ is defined as the executive body of USABDA.

GOVERNING COUNCIL (GC)

_ is defined as the governing board of USABDA.

At Powell, Tennessee, May 2002:

By unanimous action of the Board of Directors of The Greater Knoxville Chapter of the United States Amateur Ballroom Dancers Association, Inc. #260, these Bylaws of The Greater Knoxville Chapter of the United States Amateur Ballroom Dancers Association, Inc. #260 are adopted as herein published and as they may be amended from time to time.

/s/ C. Philip Carter, M.D., J.D.
Chapter President