

# Cascade Zydeco Bylaws

Revised and Effective March 4, 2009

## *Article I: Name and Purpose of Association*

Section 1. The name of the association shall be Cascade Zydeco.

Section 2. The purpose of the association is to promote Cajun and Zydeco music and dance.

## *Article II: Membership and Dues*

Section 1. *A member is any person who has applied for membership in this association and is current with payment of the association's annual dues.*

Section 2. *Annual dues are required to be paid to the association to be a member. The annual dues are to be set by the Board of Directors (Board). The membership year runs from July 1 – June 30. Dues paid after April 1 of any year will be applied towards the following full membership year.*

Section 3: *A member may have his/her membership in the association revoked when sufficient cause exists for revoking such membership. The Board may entertain cause(s) for revocation of any membership. The Board shall call a revocation hearing and adopt such rules for this hearing as it may in its discretion necessary for the best interest of the association. A vote of the majority of the Board will determine whether or not to revoke a membership in the association.*

## *Article III: Member Meetings*

Section 1. A meeting of the members of this association shall be held annually. The date and place will be determined each year by the Board.

Section 2. Special meetings of members may be called:

(a) by the Board; or

(b) if at least 10 percent of all voting members want to call a special meeting and the proposed purpose and date of the meeting are delivered to the association's secretary *21 days before the proposed meeting date.*

Section 3: The association will notify members of the date, time and place of each annual and special members' meeting not earlier than 60 days nor less than 14 days before the meeting date.

(a) Notice of a special meeting will include a description of the purpose or purposes for which the meeting is called.

(b) *The record date for determining members entitled to vote at an annual or special members' meeting is 14 days prior to the meeting date*

(c) Notice may be communicated in writing, by facsimile, e-mail, or, telephone.

Section 4: A total of 25% of the membership entitled to vote, represented in person or by proxy, shall constitute a quorum at any meeting of members.

Section 5: A voting member is one who is current with payment of the required dues.

#### ***Article IV: Board of Directors***

***Section 1: The business of this association shall be managed by a Board of Directors (Board), consisting of at least 5, but not more than 9 members.***

***Section 2. The directors to be elected for their ensuing term shall be elected by a vote of the membership in the month preceding the annual meeting and will be announced at the annual meeting. The directors shall serve for a term of two years and may be elected for subsequent and/or consecutive terms. The terms of the directors shall start on different years so that one or more, but not all, new directors shall be chosen at each election.***

***Section 3. The Board shall have the control and management of the affairs and business of this association. The Board shall only act in the name of the association and it shall be regularly convened by its chairman after due notice to all the directors of such meeting. The Board can delegate responsibility for certain operations of the association to the Officers and to committees created by the Board.***

***Section 4. Regular meetings of the Board shall be held at such times and places as the Board may by resolution provide and no notice of such regular meeting other than the recording of such resolution need be given. Board members may participate in regular or special meetings by any means of communication including telephone and email. A director participating in such a meeting shall be deemed to be present in person at the meeting.***

***Section 5. A majority of the members of the Board shall constitute a quorum and the meetings of the Board shall be held regularly as determined by the Board. Each director shall have one vote, and such voting may not be done by proxy. The Board may make such rules and regulations covering its meetings as it may in its discretion determine necessary.***

***Section 6. Vacancies in the Board shall be filled by a vote of the majority of the remaining members of the Board for the balance of the director's term.***

***Section 7. The Board shall select from the Board members the officers of the association consisting of a President, Vice President, Secretary and Treasurer. The President of the Association by virtue of this office shall be the Chairperson of the Board of Directors.***

***Section 8. A director may be removed from the Board when sufficient cause exists for such removal. The Board may entertain cause(s) for removal against any director. A director may be represented by counsel, at his/her own expense, at any removal hearing. The Board shall adopt such rules for this hearing as it may in its discretion consider necessary for the best interests of the association. A vote of the majority of the Board will determine whether or not to remove a director.***

## *Article V: Officers*

Section 1: Officers shall be members of the Board of Directors of the association. The initial officers of the association shall be as follows:

- President
- Vice President
- Secretary
- Treasurer

Section 2: Selection of Officers: *The Board, from the Board members, will select its annual officers after the annual election. A majority vote of the Board members will be used to select the officers. The officers shall serve a one-year term and they shall be announced to the membership at the annual meeting.*

Section 3: The powers and duties of the officers shall be as follows:  
*The President shall:*

- (a) By virtue of the office be the Chairman of the Board of Directors*
- (b) Preside at all membership and Board meetings*
- (c) Present at each annual meeting of the association an annual report of the work of the association*
- (d) Appoint all committees, temporary or permanent*
- (e) See all books, reports and certificates required by law are properly kept and filed*
- (f) Be one of the officers who may sign the checks or drafts of the association*
- (g) Have such powers as maybe reasonably construed as belonging to the chief executive of any association*

*The Vice President shall:*

- (a) In the event of the absence or inability of the President to exercise the duties of office, become acting president of the association with all the rights, privileges and powers as if duly elected president*

*The Secretary shall:*

- (a) Keep the minutes and records of the association in appropriate books*
- (b) File any certificate required by any statute, federal or state*
- (c) Be the official custodian of the records of this association*
- (d) May be one of the officers required to sign the checks and drafts of the association*
- (e) Present to the membership and Board at any meetings any communication addressed to the Secretary of the association*

*(f) Attend to all correspondence of the association and exercise all duties incident to the office of Secretary*

*The Treasurer shall:*

*(a) Have the care and custody of all monies belonging to the association and shall be solely responsible for such monies or securities of the association*

*(b) Cause to be deposited in a regular business bank, trust company, credit union or savings bank the funds of the association except that the Board may cause such funds to be invested in such investments as shall be legal for a non-profit corporation of this state.*

*(c) Be one of the officers who shall sign checks or drafts of the association. No special fund may be set aside that shall make it unnecessary for the Treasurer to sign the checks issued upon it.*

*(d) Render at stated periods as the Board shall determine a written account of the finances of the association.*

*(d) Exercise all duties incident to the office of Treasurer*

*(e) The fiscal year of the association shall be January 1 – December 31. Annual reports are required to be submitted to the Board showing income, expenditures and pending income. An annual independent audit of the finances of the association shall be done and submitted to the Board when requested by the Board.*

*The financial records of the association are public information and shall be made available to the membership, Board members and the public.*

Section 4. Any and all other officers and committee chairs appointed by the Board shall perform such duties as may be assigned to them by the Board

Section 5. *No officer of this association shall for reason of holding the office receive any salary or compensation. Officers may be reimbursed for reasonable expenses incurred in the course of their duties for the association.*

Section 6. *Should an officer resign or for other reasons a vacancy occur for any office or committee chair, the Board of directors shall select a replacement for the remaining term of the office or chair.*

#### *Article VI: Committees*

*Section 1. The Board may create and dissolve committees as needed to further the purposes of the association. The Board appoints all committee chairs.*

#### *Article VII: Order of Business*

*Section 1. The order of business for the Board meetings shall be as follows:*

*(a) Roll call*

*(b) Reading and approval of the minutes of the previous meeting*

*(c) Reports of officers*

- (d) Reports of committees*
- (e) Old and unfinished business*
- (f) New business*
- (g) Adjournment*

#### ***Article VIII: Voting***

***Section 1. At all meetings, except for the election of the Board of Directors, all votes shall be by voice. For election of Board members, nominations will be taken from the members and ballots shall be provided. For all votes by ballot, the President shall, prior to the commencement of balloting, appoint a committee of at least two people, who shall be part of a Special Election Committee, and who shall, at the conclusion of such balloting certify to the President the results and such results shall be entered in the minutes of a Board meeting. For all votes by ballot, they shall be emailed to all paid members, and mailed via USPS to all those without email addresses. The emails will be returned via a special Cascade Zydeco email address that the Special Election Committee will have access to. No member of the Special Election Committee shall be a candidate for office, or shall be personally interested in the question voted upon.***

#### ***Article IX: Salaries and employees***

***Section 1: Cascade Zydeco is a volunteer association and shall not have any employees. The Board may contract with and fix the compensation for any and all providers of services in which they in their discretion may determine to be necessary for the conduct of the business of the association.***

#### ***Article X: Contracts***

***Section 1: The Board may authorize any officer, member or agent to enter into contracts in the name of the association. No loan or debt shall be contracted or evidenced on behalf of the association unless authorized by the Board.***

#### ***Article XI: Records and reports***

***Section 1: The association shall keep and maintain permanent record minutes of all Members' and Board meetings and shall maintain all appropriate accounting records.***

#### ***Article XII: Non-profit status***

**Section 1: Cascade Zydeco will operate as non-profit association and as such will not distribute any funds for the personal benefit of any members or any other persons. Surplus funds will be held in a legal bank account.**

#### ***Article XIII: Amendments to the bylaws***

***These By-Laws may be altered, amended, repealed or added to by an affirmative vote of not less than 51% of the members.***

#### ***Alternative***

***These By-laws may be altered, amended, repealed or added to by an affirmative vote of***

*not less than two thirds of the Board of Directors. Proposed amendments must be submitted to the Secretary to be sent out with regular Board announcements.*

*Article XIV: Dissolution of the association*

*Section 1: Dissolution of the association is not anticipated, however the association may be dissolved per the regulations pertaining to dissolution as a 50 c3 non-profit association. In the case where the association is dissolved, all monies and other assets will be donated to another local non-profit organization as determined by a majority of the Board.*