

**LET'S POLKA USA  
CONSTITUTION and BY-LAWS**

**CONSTITUTION**

ARTICLE I

"LET'S POLKA U.S.A." is the official organizational name and is a non-for-profit, social, organization as of January 1, 2005.

ARTICLE II

**MISSION:** "Our mission is to the promote, preserve, and celebrate polka music and dance heritage for generations to come."

ARTICLE III

Section 1 Active membership in this organization shall be open to all regardless of ethnicity, religious beliefs, or age.

Section 2 Annual dues will be received and recorded.

Section 3 The membership will be due from the first of the new calendar year and will be \$20 per year commencing January 1, 2027.

Section 4 New members will be allowed to join throughout the calendar year. Dues will be in effect throughout the calendar year and will not be prorated.

ARTICLE IV

Section 1 ELECTIVE OFFICERS: A President, Vice-President, Secretary, and Treasurer will maintain the responsibilities for the organization.

APPOINTED BOARD MEMBERS: Three (3) Directors to be appointed by the President with the consent of the Executive Board. Committees may be appointed whenever they are deemed necessary.

A. The Club Officers will have the right to vote on all motions, except for the Club President.

B. The Club President will only have the right to vote on a motion when a tie exists.

- Section 2      PRESIDENT shall preside and conduct at all organizational meetings.
- A. President shall have a working knowledge of the By-Laws and policies of the organization.
  - B. President shall call a special meeting of the organization, when deemed necessary.
  - C. President shall sign all official documents, papers and checks.
  - D. President is the "Ex-Officio" Chairperson of all committees.
  - E. President shall appoint members to various committees.
  - F. Hire Entertainment.
  - G. Interact with venues and establishments.
  - H. Ensure that contracts are kept up to date.
  - I. Keep staff aware of changes relating to club-related activities.
  - J. In the event of the absence of President or Vice-President, the next officer in rank shall conduct the meeting.
- Section 3      VICE-PRESIDENT shall assist the President in the discharge of his/her duties and in his/her absence shall have the power to perform all the duties of the President.
- A. Work with the Treasurer to maintain membership list including all updates.
  - B. Contact club members for dues renewal, if necessary.
  - C. Responsible for club website.
  - D. Tasks that are to be assigned.
- Section 4      SECRETARY shall keep an accurate record of all proceedings at the Directors and General meetings.
- A. The record shall contain the name of the organization; the kind of meeting (regular, business, social or special); date; and place of meeting. He/she shall always note the officers "present" and/or "absent."
  - B. Record all minutes of all meetings and keep on file for reference.
  - C. Record exact wording for each motion, whether it was lost or carried.
  - D. Distribute minutes to all officers prior to any meeting for corrections, additions, deletions and make adjustments as required.
  - E. Inform the President of any and all problems encountered.
  - F. The Secretary shall notify all persons appointed to any Committee.
  - G. The Secretary shall, in the absence of both the President and Vice-President, call a regular meeting to order and preside at same.
  - H. The Secretary shall take care of all correspondence necessary for the organization.
  - I. Tasks that are to be assigned.

Section 5

TREASURER shall be responsible for keeping all funds for the club.

- A. The Treasurer shall maintain an accurate accounting record of all monies collected, whether from membership fees/dues or other functions.
- B. Report to the Board and General meetings status of accounts.
- C. The Treasurer shall keep a list of all members' names, addresses, birth dates, phones numbers. In addition, email addresses and veteran status may also be included in the list.
- D. Report to the Vice President dues that are received so the membership list can be updated.
- E. The Treasurer, or President, shall deposit all monies in a Bank Account with the organization's name.
- F. The Treasurer shall issue checks as required, upon authorization from the organization's President.
- G. The Treasurer shall at regular meetings present to the members attending a report on monthly income and expenses and record the same in a ledger.
- H. The Treasurer shall obtain from each Chairperson a detailed account of bills, receipts, etc. for his/her records.
- I. When there is a collection of monies, whether from a function or meeting, and officer shall be responsible for the handling of such monies.
- J. Tasks that are to be assigned.

Section 6

Sergeant at Arms

- A. Ensure order is maintained during meetings.
- B. Maintain membership records for all meetings.
- C. Require members to present their membership card for meeting attendance.
- D. Maintain possession of the club flags and bring them to all official functions.
- E. Responsible for creation of all flyers advertising events and distribution of same (at events, sent to radio, Newspapers, etc.).
- F. Forward to Website Director any and all changes after Board approval.
- G. Tasks that are to be assigned.

Section 7

DIRECTOR(s)

- A. Club may have more than one Director.
- B. Send members birthday, sympathy and like cards to a member and/or family.
- C. Keep all receipts for postage, cards, etc. for reimbursement to be submitted to the Treasurer.
- D. Inform the Board regarding a sickness or tragic event to the Board when known.
- E. Responsible for pictures at events.
- F. Tasks that are to be assigned.

ARTICLE V

Section 1 The election of Let's Polka U.S.A officers will be by secret ballot. Nominations for each office shall be made from the floor and required a second motion. This will take place at a meeting determined by the Board of Directors. A nominee to be eligible must have attended three (3) meetings held during the past twelve (12) months (September of the previous year to August of the nominating year).

Section 2 The election of Officers will take place at a meeting determined by the Board of Directors. Ballots will be given only to those present at the meeting. No absentee ballots will be honored. The Candidate receiving the most votes will be considered the winner.

Section 3 The officers elected shall assume office on January 1<sup>st</sup> of the following year.

Section 4 When only one candidate is nominated, a show of hands will be taken from the members in attendance. If the vote is affirmative, the Secretary shall cast one ballot for the candidate, and the candidate shall be elected.

Section 5 The nominations and election of officers will take place on the odd number years. Officers serve a two (2) year term.

Section 6 An Executive Officer and Sergeant at Arms shall be permitted to withdraw from Let's Polka U.S.A. organization and be relieved from the official responsibility after a written resignation has been sent to the Secretary of the organization. In the case of the resignation of the Secretary, the letter is to be received by the president.

A. In the event of an Executive Officer or Sergeant at Arms resigning, the President may appoint a qualified member to fill the remaining term of the vacant office after which time a vote must be taken to fill the office at the regularly scheduled election.

The vote only applies to the Executive Officer since the Sergeant at Arms is appointed by the President.

Section 7 The Executive Board by two-thirds (2/3) majority vote may remove any officer from office for inefficiency. An officer who misses any three (3) meetings (special, executive, or regular) without an excuse will be considered for removal.

Section 8 The Executive Board by two-thirds (2/3) majority vote may add an officer to the board during the Executive Boards period of office

## **BY-LAWS**

### ARTICLE I

#### Objectives

Section 1 The Objectives of this organization are as set forth in the Constitution.

### ARTICLE II

#### Executive Board

Section 1 The Executive Board shall have the power to act in all matters not specifically provided for in the BY-LAWS, examine all claims against this association and order paid all just bills. It shall have the power to engage legal counsel; shall have the authority to purchase necessary office supplies, maintenance and shall have the power to purchase tickets, buy advertising or make donations when, in their judgement, it is in the best interest of the organization.

### ARTICLE III

#### Dues

Section 1 Dues will be determined by the Executive Board and submitted to the membership.

### ARTICLE IV

#### Membership

Section 1 Application for membership shall be made in writing.

### ARTICLE V

Section 1 Business and social meetings of the organization shall be determined by the discretion of the Board of Directors, and to avoid holidays or other conflicting dates.

Section 2 A change of date, time and place of a regular meeting can be made by the President.

Section 3 Thirty members shall constitute a regular meeting quorum.

Section 4 Regular order of business:

- A. Meeting shall be opened with the pledge of allegiance.
- B. Roll call of officers.
- C. Reading of minutes for the previous regular meeting.
- D. Treasurer's report.
- E. Unfinished business.
- F. New Business.
- G. Comments for good of the organization.

H. Announcements.

I. Adjournment

Section 5 All motions before the organization that have been seconded will be decided by a vote of the members present by a show of hands.

Section 6 The time allowed for debate of any issue before the organization and the time allowed for speeches will be governed by circumstances.

Section 7 In the absence of the President and Vice-President, the sequence of the Presiding Officer at a general meeting will be the order of the Officers listed in the Constitution, Article IV, respectively. In the event an Officer opts to decline, the responsibility will be passed to the next listed Officer.

#### ARTICLE VI

Section 1 The Constitution and By-Laws may be amended at any regular meeting of the organization by two-thirds (2/3) vote of the quorum present, provided notice of the proposed amendments was given at the previous regular meeting.

#### ARTICLE VII

Section 1 The organization shall not be dissolved without the written consent of seventy-five percent (75%) of all the members in good standing.

Section 2 Should dissolution be approved, the following distribution of assets will be used:  
A. All existing debts and creditors will be paid.  
B. All assets and monies remaining will be used for a final organization event.

Section 3 There will be no merger or joining with other organizations.

#### ARTICLE VIII

##### Obligation of the Members

Section 1 Active membership is determined by an earnest fulfillment of the following requirements:

- A. Dues Payment – Annual dues are expected to be paid not later than the first of the new calendar year.
  - 1.) A member will be removed from membership if dues are not paid by the first day of the following month of the New Year.
- B. Members strive to attend all meetings and participate in the activities of the organization.

Pledge of Officers

OFFICERS: I, \_\_\_\_\_, IN THE PRESENCE OF THE MEMBERSHIP,  
ON MY HONOR, TO FULFILL TO THE BRST OF MY ABILITY, ALL THE DUTIES AND  
RESPONSIBILITIES PERTAININGTO MY OFFICE, ACCORDING TO THE CONSTITUTION,  
REGULATIONS AND DECISIONS OF THISORGANIZATIONS, SO HELP ME GOD!

REVISED AND RATIFIED: \_\_\_\_\_

