

POLKA CLUB OF IOWA, INC.

BY-LAWS

ARTICLE I Duties of the Board of Directors

Section 1. See Constitution, Article IV, Section 8.

Section 2. The Board of Directors will hire the bands and reserve the hall for any planned State Polka Festival, and deliver contracts for same to the State Treasurer.

ARTICLE II Duties of the President

Section 1. The President shall enforce a due observance of the Constitution and By-Laws; and shall serve as general chairman of all State meetings. It shall be the President's duty to exercise supervision over the affairs of this association, and, when in the President's judgement, a particular emergency arises, issue such temporary orders as may be necessary. The President shall call special sessions of the Executive Board when necessary.

Section 2. The President shall have a vote in case of a tie. The President shall appoint all committees and assistants as may be deemed necessary. The President shall fill all vacancies with the concurrence of the Executive Board.

Section 3. In the event the Sergeant-at-Arms is unable to attend a State meeting the President shall appoint an acting Sergeant-at-Arms for that particular meeting.

Section 4. The President is authorized to appoint another State Officer to sign Polka Club of Iowa checks if he/she and the State Treasurer are not available to do so.

Section 5. See the Constitution, Article IV, Section 5 for the President's role in scheduling the annual meeting.

ARTICLE III Duties of the Vice-President

Section 1. It shall be the duty of the Vice-President to act in the absence or disability of the President or when requested by the President. The Vice-President will assist in implementing the policies of this association.

Section 2. The Vice-President shall fulfill any special assignments or projects assigned by the President.

ARTICLE IV Duties of the Secretary

Section 1. The Secretary shall attend all meetings of this association and keep appropriate minutes of all proceedings, and maintain all documents and records pertaining to the operation of this association.

Section 2. The Secretary shall be responsible for all routine correspondence, publishing the Constitution and By-Laws, amended to date.

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ARTICLE IV Duties of the Secretary (continued)

Section 3. The Secretary shall submit updated copies of the Constitution and By-Laws to the webmaster for posting on the Club's website. The Secretary shall make available a copy of the Constitution and By-Laws for members requesting them.

Section 4. The Secretary shall be responsible for the schedule of State Dances and making the list available to the Chapters as needed.

Section 5. See the Constitution, Article VII, Amendments/Changes, Section 2 for duties to amendments/changes to the Constitution and By-Laws.

Section 6. The Secretary shall be the keeper of member proxy votes for when an upcoming State meeting has amendments/changes to the Constitution or By-Laws. The proxy votes as well as the votes from members present will determine the fate of the proposed amendments/changes.

Section 7. The Secretary shall submit the minutes from the State meeting to the webmaster for posting on the Club's website.

ARTICLE V Duties of the Treasurer and Membership Officer

Section 1. The Treasurer and Membership Officer shall deposit all funds from whatever source received in such bank as convenient in the name of the Polka Club of Iowa, Inc. The Treasurer shall be responsible for signing all checks and shall maintain a record of all receipts and disbursements.

Section 2. The Treasurer shall submit a monthly report to the webmaster for posting on the Club's website. The Treasurer shall submit a detailed financial annual report for the fiscal year at the State Annual meeting and shall make other financial reports to the Executive Board if requested. These reports shall also be submitted to the webmaster for posting on the Club's website.

Section 3. The Treasurer and Membership Officer shall be bonded for a sum of not less than \$2,000.00.

Section 4. The Treasurer records will be audited by a committee of three (3) members annually. These members are appointed by the President.

Section 5. The Treasurer will review membership activity and help out as needed.

Section 6. The Treasurer and Membership Officer can deposit new fiscal year moneys but must keep those moneys separate from current fiscal year monthly and annual reports. Those moneys can be shown on a new fiscal year report.

Section 7. The Membership Officer shall act as membership chairman and be responsible for the following: 1 - Receiving all membership dues and newsletter subscriptions, 2 - Inputting all membership information into the Excel spreadsheets, 3 - Endorsing and depositing all members checks, 4 - Producing the membership listings, 5 - Distributing the membership listings to the designated members such as the Newsletter Editor, to all Presidents, Treasurers and Secretaries in the Polka Club of Iowa.

Section 8. The Membership Officer shall maintain a record of all membership moneys received for each current fiscal year. Old fiscal year's membership input records may be shredded after some reasonable time.

Section 9. The Membership Officer is authorized to write checks when necessary.

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ARTICLE VI Duties of the Sergeant-at-Arms

Section 1. The Sergeant-at-Arms shall maintain order and decorum at all meetings and functions of this association. The Sergeant-at-Arms may verify attendees at a meeting to be current members of the Polka Club of Iowa, Inc. using the State Treasurer's Membership Listing.

Section 2. The Sergeant-at-Arms shall maintain a record of member attendances at all meetings, take a roll call of officers and Chapter Presidents at each State Meeting and perform other duties as delegated by the President and/or the Executive Board.

Section 3. The Sergeant-at-Arms shall be responsible for safekeeping, care, and maintenance of the properties of the Polka Club of Iowa, Inc.

ARTICLE VII Duties of the Historian

Section 1. The Historian shall be responsible for maintaining a history of the organization with the use of pictures, albums and other items related to events of the organization.

ARTICLE VIII Duties of the Newsletter Editor

Section 1. The Newsletter Editor shall publish a bimonthly newsletter that will be mailed or emailed based on the member's selection choice for those purchasing a subscription.

Section 2. The Newsletter Editor shall not alter submitted materials unless agreed to by the President.

ARTICLE IX Duties of the State Executive Board

Section 1. The Executive Board will meet 30 minutes prior to the State Meeting, if necessary, with the Vice-President acting as Chairperson. If more time is needed, a special meeting will be called to handle the situation.

Section 2. The Executive Board shall have the power to act in all matters not specifically provided for in the By-Laws, examine all claims against the association and shall have the power to engage legal counsel. It shall have the power to order paid all just bills, purchase necessary office supplies, maintenance or make purchases up to but not exceeding \$200.00, when in their judgement it is in the best interest of this association. All expenditures of funds of this association exceeding \$200.00 will be presented to the membership for consideration and action.

Section 3. It shall have limited power to furnish assistance to any affiliated Chapter when in its judgement it is needed but the responsibility of all Chapter activities lies solely within the Chapter.

Section 4. It shall have power to call for documents and witnesses, adjudicate appeals properly brought before it, and have power to initiate action to sanction or expel members considered to be detriment to this association.

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ARTICLE IX Duties of the State Executive Board (continued)

Section 5. Any member of the Polka Club of Iowa, Inc. can make a request for the expulsion of a member considered to be detriment to this association. This request shall be made in writing to the State Secretary or any Chapter Secretary. If submitted to a Chapter Secretary, said Secretary will forward the written request for expulsion to the State Secretary, asking for action by the State Executive Board. The involved member or members will be notified by letter of the date, time and placate appear before the Executive Board for rebuttal regarding expulsion from the Polka Club of Iowa, Inc. At the completion of the hearing proceedings, a written ballot of the Executive Board members present will be taken. The decision for sanction or expulsion must be made by a majority vote and the involved member or members advised. The State Secretary will notify the Secretary of the concerned Chapter of the decision of the Executive Board. If a majority decision cannot be obtained, it will be brought to the Polka Club membership at the next State meeting for a decision. In the event a majority decision is reached by the Executive Board, the member or members involved in the expulsion have the right of appeal to the membership. Sanction or expulsion must be by 80 % of the members in attendance.

Section 6. If a request is made for expulsion of a State Officer or State member/members, said officer or member/members have the same rights for a hearing, rebuttal and appeal as any other member. In the case of a State Officer, said Officer will abstain from voting on the Board decision.

ARTICLE X Dance

Section 1. Starting in the fiscal year 2022-2023, State Dances will generally be held the first Sunday of May, the second Sunday of August and the second Sunday of November. Occasionally a date change will be necessary due to difficulty finding a hosting place, difficulty finding a good band or having conflicts with other Polka Fests going on at the same time. The usual time for the dance is from 1:00-5:00 P.M. Occasionally a time change also may be necessary. Any changes in date or time should be reported to the State Secretary as soon as possible so the dance schedule can be up-to-date.

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ARTICLE XI Rules of Order

Section 1. Any member desiring to speak shall raise his/her hand seeking the attention of the Chairperson. After being recognized the presiding officer may ask the member to stand or approach the chair if he/she can not be heard. After being recognized by the President the member may express his/her opinion and shall confine himself/herself to the question under discussion

Section 2. All rules of order, not herein provided, shall be in accordance with Robert's Rules of Order-Revised. The order of business shall be as follows:

1. Call to Order
2. Roll Call
3. Minutes
4. Financial Report
5. Chapter President Reports
6. Committee Reports
7. Old Business
8. New Business
9. Good and Welfare
10. Adjournment

Section 3. The foregoing order of business may be suspended on motion by two-thirds majority vote of the members present.

ARTICLE XII Election of State Officers

Section 1. The election of State Officers of the Polka Club of Iowa, Inc. shall be held at the Annual Meeting each year according to established tradition and customs. Nomination of candidates for office shall be made from the floor. A nominee to be eligible as a candidate for election must be a member of the Polka Club of Iowa for a least one year and also to have attended 3 State or Chapter Meetings. No nomination shall be valid unless agreed to by the nominee at the time of his nomination. If not present, this agreement must be in writing.

Section 2. The term of the officers of this association shall be for one year.

Section 3. The officers who have been elected shall assume office following the present meeting.

Section 4. When candidates are nominated for an office, a voice vote may be taken.

Section 5. A written vote must be taken if more than one candidate has been nominated for an office.

Section 6. Every member has an equal vote on every issue.

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ARTICLE XIII Membership Dues & Newsletter

Section 1. Membership dues and bimonthly newsletter subscription costs shall be listed on the Polka Club of Iowa's website and on the back of all newsletters. To receive the newsletters, you must be a member of the club.

ARTICLE XIV Official Website

Section 1. The Polka Club of Iowa has established an informational website on the internet that contains pages for, and/or links to Polka Club of Iowa State and Chapter web pages. The website shall be accessible by the public uniform Resource Locator (URL): "polkaclubofiowa.dance". A Polka Club of Iowa Webmaster (WM) shall be chosen by the executive committee of the Polka Club of Iowa to build, maintain and upload HTMLS coded web pages to an executive committee approved hosting service. All information at polkaclubofiowa.dance shall be germane to the mission of the Polka Club of Iowa, the Polka Music Hall of Fame and to the promotion of polka music; and shall be forwarded to the WM for encoding and publishing to the website under the oversight of the executive committee. Changes to the Polka Club of Iowa website shall result in an immediate email notification to executive committee members. At least two Polka Club of Iowa members shall have access to the hosting service server that publishes the Polka Club of Iowa website.

Section 2. The Polka Club of Iowa website shall contain links to other websites that Polka Club of Iowa chapters may be managing, and to other websites containing information on polka bands and other related items of interest. The WM will ensure links from polkaclubofiowa.dance are valid and appropriate to the mission of the Polka Club of Iowa.

Section 3. All the polkaclubofiowa.dance website shall be contained on digital media (USB thumb-drive, CD, laptop, or any other common digital container) that shall be brought to each Polka Club of Iowa state meeting where they can be inspected.

Section 4. Website operating cost shall be funded by the Polka Club of Iowa state treasury as approved by vote at State Meetings.

ARTICLE XV Amendments/Changes

Section 1. Amendments/Changes to the By-Laws may be proposed by the membership.

Section 2. See the Constitution, ARTICLE VII, Amendments/Changes, Section 1, 2 and 3 for the procedure for handing By-Law amendments/changes.

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ARTICLE XVI Dissolution

Section 1. This association shall not be dissolved without the written consent of eighty per cent of all members in good standing or when there are no longer any administrative officers to handle the management of this association and no members are stepping forward to take over administrative officer positions.

Section 2. Chapters may be dissolved when they have no officers and none of their members are stepping forward to become officers of this chapter.

Section 3. Upon dissolution of the corporation, the Board of Directors shall, after paying or making provisions for payment of all the liabilities of the corporation distribute all assets of the corporation to one or more organization under Section 501(c)(4) of the Internal Revenue Code of 1954 (or corresponding future provisions).

By-Law revision approved at State Quarterly Meetings -April 29, 20 } . 1 August 12,2018
By-Law revision approved at State Meeting - November 14, 2021
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