

# **Congress on Research in Dance (CORD)**

## **BYLAWS**

### **Article I -- Name**

The name of this organization shall be the **Congress on Research in Dance**, hereinafter referred to as **CORD**.

### **Article II -- Purposes**

**Section 1.** **CORD shall be a non-profit, tax-exempt, interdisciplinary organization dedicated to fostering research in dance.**

**Section 2.** **The major purposes of CORD shall be:**

- (1) To encourage research in all aspects of dance, including its related fields,
- (2) To foster the exchange of ideas, resources and research methods in dance and related areas through publications, conferences, symposia, workshops, panel discussions, institutes and other media, and
- (3) To promote the accessibility of research materials.

### **Article III -- Membership**

**Section 1.** **Eligibility.** Any interested individual or institution shall be eligible to become a member of CORD upon the payment of dues for the current membership year from the date payment is processed until one year later.

**Section 2.** **Types of Membership.** Beyond the standard categories of:

- student membership (for current students)
- regular membership (for most members)
- retired membership (for retirees 62+ years of age)

additional categories may be determined by motion and vote of the Board of Directors.

**Section 3. Voting Privileges.** Members of all membership categories (student, regular, retired) shall be entitled to vote on all matters in person, by proxy with submission of a letter to the President, or by electronic ballot.

**Section 4. Dues.** The schedule of dues for each membership category shall be set by the CORD Board of Directors.

### **Article IV – Meetings**

**Section 1. Annual Meeting.** A business meeting shall be held in conjunction with the annual conference at least once each year at a time and place designated by the Board of Directors. Such meetings shall deal with the business of the organization.

**Section 2. Additional Meetings.** Additional business meetings may be called by the Board of Directors, or by the President, or upon the written request of not less than twenty-five per cent of the CORD members.

**Section 3. Notice of Meetings.** At least thirty days written notice shall be given for any business meeting.

**Section 4. Quorum.** The presence of twenty percent of the members of CORD shall constitute a quorum at any business meeting.

**Section 5. Rules of Order.** Questions of procedure shall be decided according to Robert's Rules of Order, latest edition.

### **Article V -- Board of Directors**

**Section 1. Composition.** The Board of Directors shall consist of no fewer than 12 and no more than 18 Directors, plus 2 Student Representatives and the 6 members of the Executive Committee. The Directors, other than members of the Executive Committee, shall be elected by the members of CORD by electronic ballot for a term of three years. The Student representatives shall be elected by the members of CORD by electronic ballot in alternating years for a term of two years.

**Attendance.** Any member of the Board of Directors who fails to contribute to, or attend, two successive meetings without prior notice shall be automatically removed as a member of the Board.

**Exception to attendance.** A member of the Board of Directors who cannot attend a Board meeting in person shall contribute to the CORD President a written response to the reports and meeting agenda before the meeting as well as after the meeting in response to receiving the minutes of the Board meeting.

**Presiding Officers.** The President of CORD shall serve as Chairperson of the Board of Directors. The President shall appoint the Chair of the Bylaws committee to serve as the parliamentarian at all meetings of the Board of Directors and CORD membership and to assist on other occasions when requested by the President.

**Section 2.** All members of the Board of Directors shall be current members of CORD.

**Section 3. Functions.** The Board of Directors shall formulate the policies of CORD, initiate and transact business necessary for the conduct of CORD activities, establish dues schedules, and approve budgets.

**Section 4. Meetings.** The Board of Directors shall hold no fewer than two meetings annually, called by the President or at the request of a majority of the members of the Board of Directors. Except in cases of emergency, at least thirty days written notice shall be given to each member of the Board of Directors for a called meeting.

**Section 5. Quorum.** One-third of the members of the Board of Directors shall constitute a quorum. If a quorum has been present at a meeting and some Board members withdraw from the meeting, leaving less than a quorum present, the members still remaining may continue to transact business until adjournment.

## Article VI -- Executive Committee

**Section 1. Officers.** The Executive Committee shall consist of the President, the immediate Past-President OR the President-Elect (in alternate years), the Vice President, the Recording Secretary, the Treasurer, and the Chairperson of the Editorial Board.

**Section 2. Terms of Office.**

**President** The combined offices of President-Elect, President, and Past-President shall total a four-year term and shall be elected every two years (odd years): President Elect until after the first Spring Board of Directors meeting, President until after the third Spring Board of Directors meeting, and Past-President until the end of the four-year term.

**Vice President** shall serve for a three year term including an initial half-year of apprenticeship as Vice President Elect and a half-year as past Vice President. The Vice President's primary responsibility is to plan, manage, and oversee CORD conferences, with the assistance of the Conference Committee.

**Recording Secretary** shall serve for a term of two years and shall be elected every two years (odd years).

**Treasurer** shall be elected every two years (even years) and shall serve for a four year term including one year of apprenticeship as Treasurer-Elect. At completion of two year term of office, the Treasurer continues on Grants, Development, and Finance Committee as Past-Treasurer for one year.

**Chairperson of the Editorial Board** shall be elected by the members and serve as a full member of the Executive Committee.

**Editor of DRJ** shall be an ex-officio, non-voting member of the Board of Directors and meet with the Executive Committee at their request.

**Officers of the Board shall** serve a three year term. Four or five new officers shall be elected annually, depending on rotation.

**Section 3. Functions.** The Executive Committee shall appoint standing committees (except the Election Committee, see Article VII, Section 1.) and assist the President in the appointment of other committees as needed. The Executive Committee shall perform such duties between meetings of the Board of Directors as the Board may authorize. It shall have the power to act upon questions requiring immediate decision, provided that none of the acts are in violation of the Bylaws. Actions of the Executive Committee shall be reported to the Board by mail or at the next Board meeting.

**Section 4. Meetings.** A quorum of the Executive Committee will be three members. The President shall call Executive Committee meetings when urgent action for CORD must be considered.

**Additional members** may be invited to attend meetings at the discretion of the President.

## **Article VII -- Nomination, Election, and Replacement Procedure**

**Section 1. Nomination.** An Election Committee shall be appointed by the CORD Board of Directors, composed of no fewer than three members. The Election Committee shall select candidates for officers and members of the Board of Directors. The Board of Directors shall review and approve the list of candidates for voting by the membership.

**Section 2. Elections.** Elections shall be held no later than May 15 of each year and all persons elected shall assume office on September 1 of that year. The President-Elect and the Recording Secretary shall be elected during odd-numbered years. The Treasurer shall be elected during even numbered years. One Student Representative shall be elected each year for rotational terms of two years.

Four/Five members of the Board of Directors shall be elected each year for rotational terms of three years. Each year CORD members shall be elected to the Board of Directors as needed to maintain a Board of Directors totaling no fewer than 12 and no more than 18 Directors. This number excludes the 2 Student Representatives and the 6 members of the Executive Committee.

All members, except students, whose current dues have been paid shall be eligible for election to the offices of Recording Secretary and Treasurer.

Candidates for the office of President-Elect shall have had previous or current service on the CORD Board of Directors, or in special circumstances equivalent administrative experience with a national organization. All members, except student members, are eligible.

Directors are eligible for re-election to a second term of office but are ineligible for a third term until a minimum of two years has elapsed since the close of the second term. The Recording Secretary may be re-elected. The President may be re-elected only after a time lapse of two years following the four-year term.

**Section 3. Replacements.** The President-Elect shall act for the President in that person's absence, and in case of death or resignation of the President, the President-Elect shall succeed that person for the unexpired term, and then shall serve the term for which that person was elected. In case this occurs in a year in which there is no President-Elect, the same procedure shall prevail as provided in the next paragraph.

When a vacancy occurs in the office of President-Elect, the Board of Directors and Executive Committee of CORD shall elect a successor, with the Executive Committee serving as an emergency nominating committee. The person thus elected shall continue in office throughout the remainder of the unexpired term, and shall succeed to the office of President (for two years) and Past-President (for one year), in that order.

In case of the death or resignation of the Past-President, the President of CORD shall request, in sequence of recency, a former Past-President to carry out the duties of the office.

A vacancy shall be deemed to occur in the case of death, resignation, or non-payment of dues. Non-payment of dues by the Fall Board of Directors meeting of the fiscal year shall be considered as termination of membership rights and privileges.

Vacancies in other offices which have occurred since the last election shall be filled at the next annual election in the same manner as for other officers. The President of CORD, as necessary and in consultation with the Board of Directors, shall make interim appointments whenever vacancies in office occur between elections.

## **Article VIII --Publications**

- Section 1.** Each member shall receive the official *Dance Research Journal* three times per calendar year.
- Section 2.** Special Publications may be published by CORD and sold to membership when monographs and/or articles of sufficient scholarly merit are available, and funding is available to support their publication.

## **Article IX -- Editorial Board**

- Section 1.** **Purpose.** The purpose of the Editorial Board is to advise and make recommendations regarding: publications and publications personnel; publications carrying CORD's name; publications policies; publications-related practices.
- Section 2.** **Composition.** The Chair of the Editorial Board shall be elected by the membership and serve as a full member of the Board of Directors. The DRJ Editor shall serve as an ex-officio, non-voting member of the Board of Directors and shall attend Executive Committee meetings as requested. Members of the Editorial Board are requested to serve by the Chair or members of the Editorial Board and approved by the CORD Board of Directors.

## **Article X -- Disclaimers**

- Section 1.** **Disclaimer of Profit.** CORD shall be a non-profit organization.
- Section 2.** **Disclaimer of Personal Benefit.** No part of the net earnings of CORD shall inure to the benefit of any member, sponsor, donor, creator, trustee, officer, employee, or, without limitation, to any other private individual or to the benefit of any corporation or organization; nor shall any substantial part of the activities of CORD be directed to carrying on propaganda or otherwise attempting to influence legislation; nor shall any part of the net earnings inure to the benefit of any private individual, provided this shall not prevent payment of reasonable compensation for services actually rendered to or for CORD in effecting its purposes.
- Section 3.** **Disclaimer of Personal Liability.** Neither the officers, directors, or members of CORD or their property shall be subject to or chargeable with the payment of the debts or obligations of CORD.

## **Article XI -- Amendment**

- Section 1.** These Bylaws may be amended by mail or electronic vote of the members of CORD, provided a thirty-day notice of the amendment has been sent to the members by mail. The Chairperson of the Bylaws Committee shall act as the advocate for recommended changes to the Board of Directors.
- Section 2.** An amendment may be initiated by a majority of the Board of Directors or upon the petition of thirty members of CORD.
- Section 3.** An affirmative vote of two-thirds of the CORD members voting shall be required for amendment.

## **Article XII -- Dissolution**

In the event that CORD should be dissolved, either voluntarily or involuntarily, the then Board of Directors shall make provision for payments of all liabilities of CORD, and shall donate all the assets of CORD to another non-profit agency or organization whose aims and purposes are as similar as possible to those of CORD, and which shall, at the time, qualify as an exempt organization under Section 501 (c)(3) of the Internal Revenue Code of 1954, or any successor provision thereto as the then Board of Directors shall select.

Original Bylaws - June, 1968	Revisions -	1973
		1975
		1978
		1980
		1982
		1983
		1984
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		1996
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