

# BY-LAWS of the Tualatin Valley Council of Square Dancers, Inc.

## **ARTICLE 1. DUTIES OF THE OFFICERS**

Revised May 18, 2015

### **Section 1 PRESIDENT**

The president shall preside at all meetings of the council and executive board. He/she shall appoint and discharge all committees and perform all other duties incident to the office.

### **Section 2 VICE-PRESIDENT**

The vice-president shall, in the absence of the president, perform the duties of the office. He/she shall assist the president in coordination of all activities of the council and shall accept such duties as the president designates. He/she shall be responsible for physical arrangements for council dances and meetings.

### **Section 3 SECRETARY**

The secretary shall keep a permanent written record of all proceedings and of all meetings of the council, prepare and mail all announcements, minutes, communications and general correspondence to appropriate people, and perform all other related duties.

### **Section 4 TREASURER**

The treasurer shall collect and be custodian of all funds of the council. The treasurer shall pay out funds upon vote of the council or order of the president, and be authorized to payout all normal operating expenses of the council on a timely basis. The treasurer shall keep an itemized account of all receipts and expenditures, be prepared to give a financial report at all meetings of the council, file IRS non-profit yearly form and shall perform all other duties ordinarily assigned to the office of treasurer.

### **Section 5 AREA DELEGATE**

The area delegate shall attend meetings of the State Federation and coordinate the activities of the area with those of the State Federation. The delegate shall serve as chairman for arrangements for state meetings when held in this area. The term of the area delegate shall coincide with the terms of the officers of the State Federation.

### **Section 6 ALTERNATE DELEGATE ONE AND TWO** **REVISED SEPT 1995**

The alternate delegate one shall attend State Federation meetings in the absence of the area delegate, and attend the Portland Area Council meetings. The alternate delegate two shall represent the Tualatin Valley Council at other area council meetings or caller and cuer meetings designated by the Tualatin Valley Council president. Both alternate delegates one and two shall assist the area delegate when state meetings are held in this area.

## **Section 7      IMMEDIATE PAST PRESIDENT**

The immediate past president shall assist the president by providing advice and counsel.

## **ARTICLE 2.                      APPOINTED OFFICERS**

Revised May 18, 2015

The appointed officers shall be membership, public relations, area editor, hospitality, historian, parliamentarian and telephone. A caller and round dance cuer from one of the TVC clubs shall be appointed by the president to advise the council.

## **ARTICLE 3.                      INITIATION FEE**

All clubs coming into the organization shall pay the prescribed State Federation initiation fee.

## **ARTICLE 4.                      ANNUAL FEES**

Revised May 18, 2015

### **Section 1      DUES**

Annual dues shall be \$7.00 for council dues plus the amount assessed by the Oregon Federation for Member club dues and fees. The amount will be paid on or before May 1<sup>st</sup> of each year in order for the club to be included in the state directory. Failure to pay annual dues within two (2) months from date due may be considered cause for forfeiture of membership of any member club.

### **Section 2      INSURANCE**

Each club must pay the amount required to maintain State Federation insurance.

## **ARTICLE 5.                      MEETINGS**

Revised May 18, 2015

The council shall meet every month, on a date to be determined by the executive board unless changed by a vote of the council. Special meetings may be called by the president. A quorum shall consist of a majority of the council delegates and executive board members.

## **ARTICLE 6.                      DELEGATES**

Delegates shall be elected by individual clubs to represent said club in the council. Each club is entitled to two delegates. Each delegate is entitled to one vote, and a delegate may not cast a vote as representative of more than one club. If a delegate is elected or appointed to the executive board, the club shall select a new delegate to fill the vacancy.

## **ARTICLE 7.                      ELECTION OF OFFICERS**

Revised May 18, 2015

A nomination committee of at least three people shall be appointed by the executive board during the month of October. The nominating committee shall make its report at the January meeting, listing names for each office at which time the president shall call for further nominations from the floor. The election shall be during the March meeting. Any vacancies of office during the year shall be filled by majority vote of the delegates and executive board members present at

any regular or special council meeting.

## **ARTICLE 8. COUNCIL DANCES**

The council shall conduct dances for all members. Dates of council sponsored functions shall be scheduled at least sixty days in advance and not to conflict with any state festivals. Member clubs shall not hold club dances on any night that conflicts with a council sponsored function.

## **ARTICLE 9. AMENDMENTS**

Revised May 18, 2015

These by-laws may be amended by two-thirds vote of delegates and executive board members present at a regularly scheduled council meeting, provided that:

1. The proposed changes to the by-laws have been presented to the council in detail at a previous council meeting, and
2. Written notice of the proposed changes have been mailed to the club president of each member club within the council no less than two weeks prior to the council meeting at which voting occurs.

## **ARTICLE 10. MEMBER CLUBS**

In order to facilitate printing of the state directory, all member clubs shall elect their own officers no later than April 15<sup>th</sup>. A list of club officers shall be forwarded to the Tualatin Valley Secretary by May 1st.

## **ARTICLE 11. PARLIAMENTARY PROCEDURE**

Revised May 18, 2015

Robert's Rules of Order (current edition) shall be followed where applicable and not inconsistent with the Constitution and By-laws.