

TIDEWATER SQUARE AND ROUND DANCE COUNCIL

BYLAWS

ARTICLE I - GOVERNMENT

Section 1. The EXECUTIVE BOARD shall manage all affairs of the Council in accordance with these Bylaws.

Section 2. The Council shall consist of one delegate and one alternate from each member club. All members of the Council shall be voting members, except: the alternates who shall vote only in the absence of their delegate and the President who shall vote only in the case of a tie.

Section 3. Regular meetings will be held as prescribed, normally on a monthly basis.

Section 4. Special meetings will be held as deemed necessary at the call of the President.

ARTICLE II - MEMBERSHIP

Section 1. Membership shall consist of active dance clubs within the Tidewater Virginia area including Eastern Shore, Northeastern North Carolina and other Virginia and North Carolina localities not represented by similar organizations.

a. A club includes only organized American Folk Dance clubs.

b. A square dance club must have a minimum of eight (8) active dancers as members.

c. Other clubs must have a minimum of three (3) active dancers as members.

Section 2. Membership shall be voluntary and contingent upon compliance with an approved Constitution and/or Bylaws. Requests for membership shall be signed by club presidents and submitted at a regular TSARDC meeting and voted upon at the next regular scheduled meeting of the Council. Membership requires the approval of three-fourths (3/4) voting members of the Council present and becomes effective upon payment of membership dues and insurance fees.

Section 3. All callers, cuers, leaders and dancers are welcome and encouraged to attend Council meetings. Their views will be appreciated; however, caller, cuer and leader associations or groups will not be considered for membership.

ARTICLE III - FINANCES

Section 1. The Council year will be from January 1 through December 31.

Section 2. Annual membership dues and insurance fees will be established by the Council in November.

a. Membership dues will be paid annually by each member club by February 28.

b. An active club roster is required from each member club by May 15 of each year.

c. Medical insurance fees will be paid by member clubs electing medical insurance by May 15 of each year.

Section 3. Any member club which becomes delinquent in payment of dues will be notified in writing by the Treasurer within 30 days and will lose its voting privilege after a period of 60 days from date of delinquency. Reinstatement may be accomplished upon settlement of back dues.

Section 4. All receipts will be deposited in the TSARDC bank accounts.

Section 5. All disbursements will require the signature of one (1) member of the Executive Board, either the President or Treasurer.

ARTICLE IV - TRANSACTION OF BUSINESS

Section 1. No business of the Council shall be transacted at any regular or special meeting unless a quorum is present. A quorum shall exist when the number of voting members present equals or exceeds one-third (1/3) the number of member clubs.

Section 2. Any voting member of the Council unable to attend a meeting may be represented by the alternate delegate or by a club member designated by a member club's governing body and acting as a delegate.

#### ARTICLE V - EXECUTIVE OFFICERS

Section 1. The Executive Board of this Council shall consist of the following officers: President, Vice President, Secretary and Treasurer. The immediate Past President shall serve in an advisory capacity as requested.

Section 2. All Executive officers will be elected at the November meeting of the Council.

Section 3. In the event of a vacancy in the office of the President, the Vice President shall fill the office of the President. In the event of a vacancy in the office of the Vice President, Secretary or Treasurer, the President shall appoint a Council delegate or a member from a member club to fill the vacancy.

Section 4. Qualifications and Duties of the Executive officers are as follows:

##### PRESIDENT

Qualifications: Must be a member in good standing of a member club who has been nominated by the Nominating Committee or from the floor by a Council Member.

Term of Office: The President shall serve a term of one (1) year from date of installation. He (she) may serve no more than two (2) consecutive terms.

##### Duties:

1. Establish and maintain liaison with governing bodies of member clubs on all matters pertaining to the Council operation.
2. Schedule and conduct Council meetings as required. He (she) shall be guided by "Robert Rules of Order, Revised" on matters brought before the meeting.
3. Appoint necessary special committees and prescribe their functions and duties.
4. Be responsible for disbursement of Council funds in the absence of the Treasurer.
5. Interpret all questions relating to the Constitution and/or Bylaws of the Council.
6. Appoint each year two club delegates to audit the financial records of the Council.
7. The President of the Council cannot serve as a delegate or alternate of a member club.

##### VICE PRESIDENT

Qualifications: Must be a member in good standing of a member club who has been nominated by the Nominating Committee or from the floor by a Council Member.

Term of Office: The Vice President shall serve a term of one (1) year from date of installation. He (she) may serve no more than two (2) consecutive terms.

##### Duties:

1. Act on all matters for and in the absence of the President.
2. Serve as chairman of committees at the pleasure of the President.
3. Act as parliamentarian for the Council using "Robert's Rules of Order, Revised" as a guide.
4. The Vice President may serve as a delegate or alternate of a member club.

##### SECRETARY

Qualifications: Must be a member of a club in good standing who has been nominated by the Nominating Committee or from the floor by a Council Member.

Term of Office: The Secretary shall serve a term of one (1) year from date of installation. He (she) may serve no more than two (2) consecutive terms.

Duties:

1. Maintain a record of all business meetings conducted by TSARDC.
2. Prepare and distribute a typed set of minutes to the executive officers and club delegates within fifteen (15) days of all meetings.
3. Maintain an official listing of all club members.
4. Maintain an attendance record of member club delegates.
5. Conduct correspondence both written and verbal for matters pertaining to Council business.
6. Notify delegates of Council meetings both regular and special.
7. Maintain a liaison with member clubs.
8. Perform other duties as requested by the President.
9. The Secretary may serve as a delegate or alternate of a member club.

**TREASURER**

Qualifications: Must be a member of a club in good standing who has been nominated by the Nominating Committee or from the floor by a Council Member.

Term of Office: The Treasurer shall serve a term of one (1) year from date of installation. He (she) may serve no more than two (2) consecutive terms.

Duties:

1. Receive, account for, and disburse all Council funds.
2. Maintain all financial records of the Council.
3. Submit a monthly accounting of receipts and disbursements of the Council.
4. Submit all financial records for an audit annually. Additional audits of financial records can be requested at the discretion of the President.
5. In the event of dissolution of Council, the Treasurer will disburse funds in accordance with Article IX of these Bylaws.
6. The Treasurer may serve as a delegate or alternate of a member club.

ARTICLE VI - ELECTION OF OFFICERS

Section 1. The President of the Council shall appoint a nominating committee no later than the July meeting of each year. This committee shall select a slate to fill the Executive offices (PRESIDENT, VICE PRESIDENT, SECRETARY and TREASURER) and shall report at the monthly meetings.

Section 2. The first item of old business at the November meeting shall be the report of the Nominating Committee at which time nominations shall also be taken from the floor. Nominations will not be accepted from the floor unless the nominee has previously consented to have his/her name placed on the ballot.

Section 3. After nominations have been closed, delegates shall vote for nominated candidates for each office. Voting shall be by secret ballot for offices with more than one (1) candidate.

Section 4. Officers shall be elected by a majority vote of those members present. In the event of a tie vote for any office, a new ballot will be cast for that office with the President casting the deciding vote.

Section 5. Officers shall take office on January 1 and serve for one (1) year.

ARTICLE VII - COMMITTEES

Section 1. Committees shall be appointed and/or excused by the President as required. All delegates or alternate delegates are eligible to serve as committee chairpersons or

committee members. Each committee chairperson can appoint any dancer from a member club within the Council area who wishes to serve on the committee.

Section 2. Standing committees shall include: Insurance Dance, Charity Dance and Brochure of American Folk Dancing.

#### ARTICLE VIII - AMENDMENTS

Section 1. These Bylaws may be amended by two-thirds (2/3) vote of the Council present and voting at a regular scheduled meeting. The entire membership must be notified at least one (1) month in advance of this intention.

#### ARTICLE IX - ENACTMENT

Section 1. Amendments to these Bylaws shall become effective when properly ratified per Article VIII.

#### ARTICLE X - DISSOLUTION

Section 1. If dissolution of the Council becomes necessary or desirable, it shall be done by two-thirds (2/3) vote of those present and voting at a business meeting convened for this purpose. The entire membership must be notified at least one (1) month in advance of this business meeting.

Section 2. In the event of the dissolution of the Council, all funds remaining in the Treasury or derived from the sale of Council property will be divided equally among member clubs in good standing.

THERE ARE NO FURTHER ARTICLES

Revised 03/28/2001