# **BY-LAWS OF MOUNT BAKER**

# **SQUARE & ROUND DANCE COUNCIL**

# **Revised 5/3/20**

# **Preamble**

**Section 1:** The name of this organization shall be known as the “Mount Baker Square and Round Dance Council”, a member of the Square and Folk Dance Federation of Washington.

 **Section 2:** The purpose of this organization shall be:

 A. To encourage the enjoyment of Square, Round, Clog and Contra Dancing.

 B. To promote and conduct festivals (local and state).

 C. To assist in the formation and development of Square, Round, Clog and Contra dance groups.

 D. To encourage among Square, Round, Clog and Contra dance groups, mutual cooperation and exchange of dance techniques and encourage standardization thereof.

**Section 3:** The Mount Baker Square and Round Dance Council is organized and operated exclusively for pleasure, recreation and other non-profit purposes; no part of the net earnings of which inures to the benefit of any private shareholder or individual.

## **Article I Membership**

**Section 1:** The Membership of the Mount Baker Square and Round Dance Council, hereafter known as the Council, shall be open to non-profit Square, Round, Contra and Clogging Clubs located in but not limited to the counties of Island, San Juan, Skagit, Snohomish, Whatcom and King. Membership will be granted when the group is approved by the membership of the Council. Such members shall be Associate Members until passed upon by the Square and Folk Dance Federation of Washington; herein after referred to as the State Federation. Associate Members shall enjoy all the privileges of members, excepting that their representatives shall not be entitled to a vote or hold office in the Council nor may the individual members of such member clubs vote in Council or State Federation matters.

A. Club Membership:

1. Clubs maintain membership by completing the State Federation renewal form and submitting them together with annual Council and State club dues and two (2) lists of individual members to the Council Treasurer no later than the May Council Meeting of each year. The list of individual members may be updated at any time.

**2.** Membership lists and individual dues are due as required by the State Federation.

**3.** New groups may seek membership at any time but must complete the forms referred to in A. 1. above and submit them together with a list of individual members plus annual Council and State club and individual dues to the Council Treasurer. Then, if approved by the Council, the Area Council State Delegate will present the club at the Next State Federation meeting for their approval.

**4.** Membership/Insurance lists made available to the Council by the State Federation will be distributed to the Treasurer of each member club.

**5.** Any member club of another Council requesting transfer of membership to Mt. Baker Council shall:

**a.** file written notice of such transfer intention to the Board of their current Council,

**b.** receive tentative approval from their current Council prior to requesting membership in Mt. Baker Council,

**c.** provide Mt. Baker Council with a copy of their club’s By-Laws and Standing Rules and a current membership list,

**d.** submit a completed State Federation club renewal form together with annual Council and State club dues to the Council Treasurer as applicable,

**e.** provide a membership list along with insurance and individual dues as required by the State Federation,

**f.** meet any and all requirements of any club in Mt. Baker Council. The Mt. Baker Council may then tentatively approve such transfer, subject to formal ratification by the State Federation.

**6.** As each new club joins the Council, two (2) club badges shall be given to the Council Membership Chairperson. One is to be placed in the Council Badge Display Case and the other is for the Council Representative to the Heritage Center Committee for display at the Heritage Center.

**Section 2.** Any member club failing to pay the required annual dues in accordance with Article VII of these By-laws shall be removed from the rolls of the Council.

## **Article II Management**

**Section 1.** The Council Officers/Executive Board, hereafter known as the Board, shall consist of the following seven (7) elected officers: President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary, Area Council State Delegate, Delegate to the State Nominating Committee plus the Advisor. The Advisor shall be the immediate Past President.

**Section 2.** The Board shall meet as required from August through May, to expedite Council business. Meetings by electronic media shall be allowed. Special meetings may be called by the President or by any four (4) members of the Board. Notice of such meetings must be given in such a manner as to be received by each Board Member not less than forty-eight (48) hours before the time of the meeting.

**A**. Any five (5) members of the Board shall constitute a quorum. A two-thirds favorable majority vote shall be required to approve motions at meetings of the Board. All voting at meetings of the Board shall be by each member in person and voting by proxy shall not be allowed.

**B.** The Board shall have the power to authorize expenditure of money or to obligate the membership in an amount not to exceed one hundred dollars ($100.00) during any one month.

**C.** The Board may review business to be brought before the General Meeting and shall act on business demanding immediate attention. They shall report in full, all actions and/or expenditures authorized or obligated at the next General Meeting.

**Section 3.** The Membership reserves all authority not specifically delegated to the Board.

**Section 4.** Each member club may select no more than two (2) Delegates and two (2) Alternates to represent them at all General Meetings.

**A.** General Meetings shall be held once each month from September through June at locations within the Council area. Written notice of the time and place of each meeting shall be sent to the membership via Council Notes not less than ten (10) days before the meeting. Special Meetings may be called by the President or by any five (5) members of the Board.

**B.** A quorum for a General Meeting shall consist of one or more Delegates from one half of the member clubs and four (4) Officers of the Council. A simple majority vote shall be required to transact business unless specified by these By-Laws or rules subsequently adopted.

**C.** Any Officer, Delegate, or Committee person may be removed by a two-thirds majority vote of the qualified voters at a duly called meeting of the membership. Written notice of such proposed removal must be given to the member sought to be removed not less than seven (7) days prior to the meeting at which the question is to be voted on.

**Section 5.** Standing Rules of the Council shall be developed by the Council as needed to provide for the orderly management of the Council. Amendments and updates shall be done in accordance with Article VI: Section 2 of these By-Laws.

**Section 6.** Standing Committees shall be those necessary to carry out the business of the Council. Special Committees shall be appointed and dismissed by the President as necessary.

**Article III Duties of Officers**

**Section 1**. **President:** The President shall supervise all activities of the Council, execute all instruments on its behalf, preside at all meetings of the Board and the Membership of the Council, call special meetings as may be deemed necessary and perform such other duties usually inherent in such office. He/she shall appoint Chairpersons to Committees and shall be an ex officio member of all committees except the Nominating Committee. The President shall appoint an Auditor to audit the Treasurer’s records each year after the close of each term and before August 1st. The President shall appoint a Nominating Committee at the November Council Meeting.

**Section 2.** **Vice President:** The Vice President shall act for the President in his/her absence and shall serve as Council Dance Advisor. He/she may appoint a substitute as Council Dance Advisor. He/she is responsible for engraving the Ila Williams permanent awards in time for presentation at the Spring Council Dance. She/he is responsible for providing a PA system at each Council Meeting and shall perform such other acts as the President may direct.

**Section 3. Recording Secretary:** The Recording Secretary shall keep the minutes of the meetings of the Council and of the Board, shall keep an accurate record of attendance of these meetings, shall keep a complete and up to date roll of the member clubs and their delegates. The Recording Secretary shall be responsible for mailing or emailing the Council Minutes to authorized parties. The Recording Secretary shall be responsible for maintaining records, which shall include Board and Council minutes, Treasurer’s Reports, Council Meeting Attendance Records, a copy of the Council Directory for each year, and previous and current copies of the By-Laws and Standing Rules. These records shall be bound in book form every five (5) years, to become permanent records. The Recording Secretary shall perform all other duties normally devolving upon this office.

**Section 4**. **Corresponding Secretary:** The Corresponding Secretary shall handle all official correspondence of the Council and shall perform such other duties normally devolving upon the office of Corresponding Secretary. The Corresponding Secretary shall provide notification of the next Council Meeting to the membership not less than ten (10) days prior to the meeting unless it is published in the Council Notes. When a club has not been represented for three (3) consecutive meetings, the Corresponding Secretary shall inform the Club President in writing that his/her club has not been properly represented at Council Meetings. The Corresponding Secretary shall send a sympathy card in the case of death in the immediate family of any registered member of the Council when notified with the appropriate information. The Corresponding Secretary shall have available at the Council Meetings an appropriate system in which any pertinent club information may be placed for pickup by Club Delegates.

**Section 5.** **Treasurer:** **Section 5. Treasurer:** The Treasurer shall receive and be accountable for all funds belonging to the Council, pay all obligations incurred by the Council by check when properly authorized, maintain bank accounts in depositories designated by the Council Officers, render monthly financial reports and shall review and forward State Federation forms.

The Treasurer may accept updated Club Membership Lists at any Council Meeting. The Treasurer, as Chairman of the Membership Committee, shall maintain a membership file one (1) year and then provide it to the Council Historian. Copies of these lists shall be provided to the Council Notes Editor as needed or upon request.

The Treasurer, serving as the Council Insurance Coordinator, shall confirm that each club Treasurer has completed and submitted their membership and renewal forms to the State Membership & Insurance Coordinator prior to the due date. The Treasurer shall accept council membership dues from those listed as primary members of the club by the State Federation Membership/Insurance Coordinator and an updated club membership list prior to the due date.

Each club shall have a blank Incident Report form available (usually in the delegate's packet). The Treasurer shall maintain additional (including digital) copies and assist clubs with completing them as necessary. (5/3/20)

**Section 6.** **Area Council State Delegate:** The Area Council State Delegate shall represent the membership with the State Federation. He/she has a vote at the State Federation Meetings and shall report all proceedings thereof at General Meetings but shall refer to the Council any questions that might obligate the Council.

**Section 7.** **Delegate to State Nominating Committee:** The Delegate to the State Nominating Committee shall represent the Council membership at State Federation Meetings but will have no voting rights at said meetings. This Delegate shall present to the State Federation Nominating Committee a slate of candidates for State Federation Offices made up of people from the Council. This Delegate shall attend the Fall and Winter State Meetings and have all rights as a member of the State Federation Nominating Committee as defined in the State guidelines for that Committee. The Delegate to the State Nominating Committee shall serve as Chairperson of the Council Nominating Committee.

**Section 8.** **Advisor:** The Advisor, who shall be the immediate Past President, shall assist the Council officers, shall undertake special assignments as directed by the President and shall have a vote. Immediately after the election of Council officers the incoming Advisor shall order Mt. Baker Council Badges and/or Bars for newly elected officers.

**Article IV Elections**

**Section 1.** The term of offices of the President, Vice President, Treasurer, Recording Secretary and Corresponding Secretary shall be for one (1) year. The Area Council Delegate shall serve a term of two (2) years and shall be elected on odd numbered years. The Delegate to the State Nominating Committee shall serve a term of two (2) years and shall be elected on even numbered years. No individual may be elected to hold the same office for more than two (2) consecutive terms. Holding an office either by election or appointment for more than six (6) months shall be considered a full term for the purpose of determining consecutive terms. Term dates shall be from installation to succeeding installation. (5/3/20)

**Section 2.** Officers of the Council shall be elected at the April meeting of the Membership by written ballot unless only one name per office has been nominated. Then the motion “to elect by acclamation” is permitted. One or more names shall be submitted for each office. Each individual qualified to vote at this meeting may cast one (1) vote for each office. Election shall require a majority vote of the votes cast. If a majority vote for any office is reached on the first ballot, the election shall be considered complete for that office. If, for any office a majority is not reached on the first ballot, a second ballot containing only the name of the two candidates receiving the most votes shall be taken for a revote.

**Section 3.** Two (2) of the four (4) following qualifications shall be met for each person nominated to a Council office:

1. Council Delegate or Alternate Delegate that has attended at least five (5) Council Meetings.

2. Club Officer

3. Committee Chairperson – Club

4. Committee Chairperson – Council

**Section 4.** The Nominating Committee shall consist of two (2) Delegates, in addition to the Chair of this Committee, for the purpose of selecting candidates for Council Offices.

1. The Nominating Committee shall select candidates for each office and report at the February General Meeting. Nominations from the floor may be made at the February and March Meetings.

**B.** A person running for or holding an elective Council Office in another Council cannot run or hold an elective Council Office in the Mount Baker Council in the same year.

**Section 5.** New Officers shall be installed at the June General Meeting as the last item of Old Business.

**Section 6.** Vacancies in the Executive Board may be filled by election at any duly called General Membership Meeting and the election shall be determined by simple majority vote.

**Article V Parliamentary Procedure**

**Section 1.** Procedures not otherwise covered by these By-Laws, or rules subsequently adopted by the Council, shall be in accordance with Robert’s Rules of Order.

**Section 2.** Club Delegates, Council Officers and Council Committee Chairpersons shall be entitled to one (1) vote each, except that the President shall not vote except to cast the deciding vote in the event of a tie vote. No Club shall be entitled to more than two (2) Delegate votes.

**Article VI Amendments**

**Section 1.** These By-Laws may be amended or replaced by new By-Laws by a two-thirds majority vote of the voting members at a duly called General Meeting. Proposed amendments or replacements shall have been submitted to the membership, in writing, at a General Meeting and voted on at the next General Meeting.

**Section 2.** The Standing Rules may be added, amended or replaced by new Standing Rules by a simple majority vote of the voting members at a duly called General Meeting.

**Article VII Dues**

**Section 1.** Membership applications and renewals must be accompanied by the proper dues for both the State Federation and the Council. Renewals are payable annually by the May Council Meeting and are delinquent by May 10th of each year, and penalties may apply. Club dues for the State Federation shall be paid to the Council for forwarding. Individual member dues and insurance premiums for the State Federation are to be paid directly to the State Federation. The amount of the dues and other dues information will be set forth in the Standing Rules.

\_\_\_ May 3, 2020

 Doug Keyes, President Date

\_\_\_ May 3, 2020

 Jo Ann Pyle, Secretary Date

By-Laws Revised May 3, 2020**STANDING RULES OF**

**MOUNT BAKER SQUARE and ROUND DANCE COUNCIL**

**Revised May 3, 2020**

**1.** Membership dues shall be as follows: (Note: Members shall be those listed as primary members for the Club by the State Federation Membership/Insurance Coordinator.) Clubs shall not be required to pay Council dues for members who join after the annual Council dues have been paid.

A. Annually to the Mount Baker Council: $1.00 per member.

B. Annually to the State Federation: $5.00 per Club.

 **2.** Council Meetings will be the first (1st) Wednesday of each month in the Council Area unless otherwise noted.

**3.** The Officers authorized for bank account access shall be the President, the Recording Secretary and the Treasurer. Only one signature shall be required.

 **4.** Standing Committees and their responsibilities include: Committee Chairpersons shall conduct their own correspondence within their committee. All committee chairpersons shall present any report, in writing, to the Recording Secretary.

1. **Computer Coordinator**

 The Computer Coordinator shall be the administrator for the Council website.

B. **Council Dance**

 The Council Vice President, acting as Council Dance Advisor, shall prepare, update and maintain four (4) sets of Council Dance Guideline Books that are available to future clubs planning to host a Council Dance. The Council Dance Committee shall be the Committee selected by each Host Club and shall be responsible for the planning and conducting of their respective Council Dance.

C. **Council Directory**

 The Council Directory Chairperson shall be responsible for updating and printing of the Council Directory. Twenty (20) copies of the Council Directory shall be given to the MBC Area Delegate for distribution at the Fall State Federation meeting.

 The Council Directory Editor is responsible for the maintenance of the ad that is published in FOOTNOTES and paid for by the Mount Baker Council. The ad is to be reviewed and compared with the information provided in the Council Directory when a new directory is published. At that time, a printed or electronic file of the complete ad is to be provided to the FOOTNOTES Editor by the deadline for the October issue of FOOTNOTES. A printed or electronic file of the complete ad is to be provided to the FOOTNOTES Editor within 30 days of the receipt of any corrected information outside the time frame stated above. (10/4/17)

D. **Council Notes**

 The Council Notes Editor shall be responsible for editing, publishing and distributing the Council Notes. The Editor shall also be responsible for arranging advertising in the Council Notes. The Editor may select his/her own committee to assist in meeting these responsibilities. (3/4/20)

 E. **Education & Leadership**

 The Education Committee shall be responsible for publishing a list of Student Level Dances each dance season. This Committee shall also be the liaison for the Leadership Seminar and other educational activities within the Council area. The Education Chairperson will promote the learning and leadership development skills related to all Square, Round, Clog and Contra dance activities (i.e. Leadership Seminar or any other special educational or learning activity).

F. **Fair Coordinator**

 The Fair Committee shall be the liaison for local Fairs within Mount Baker Council and shall coordinate the Caller(s), Cuer(s) and Dancers for these Fairs. The Fair Committee shall encourage the participation of Member Clubs at local fairs to recruit new dancers, e.g. Square, Round, Clog and Contra dance exhibitions and display booths.

G. **Footnotes Reporter**

 The Footnotes Reporter shall be responsible for editing articles submitted from people and Clubs in the Mount Baker Council and forwarding the articles to the Footnotes Editor.

H. **Heritage Center**

 The Heritage Center Committee shall be responsible for coordinating contributions of monies and memorabilia to the Heritage Center. The Heritage Center Council Representative shall be the liaison between the Council and the State Heritage Center Trustees and will report any pertinent information.

I. **Historian**

 The Historian shall be responsible for maintaining the historical records of the Council, except for those records to be maintained by the Recording Secretary. The Historian shall be the keeper of the bound books of the Council Minutes and the set of Leadership Seminar Books (added yearly). Books over ten (10) years old shall be donated to the Heritage Center.

J. **Membership & Insurance**

 This Committee Chairperson shall be the Treasurer, whose duties are detailed under By-Laws, Article III, Section 5.

K. **New Dancer Book**

 This Committee shall be responsible for editing and publishing a New Dancer Book to be distributed to graduates of Member Club New Dancer Classes.

L. **Parliamentarian**

 The Parliamentarian shall be responsible for providing guidance to the President on parliamentary issues and potential conflicts with the Constitution and By-Laws of the Washington State Square and Folk Dance Federation. The Parliamentarian shall provide copies of the current By-Laws and Standing Rules to the Advisor for inclusion in the Delegate Packet for the September Meeting and to each Council Officer, Delegate and Committee Chairperson. The Parliamentarian shall also be the Chairperson of any By-Law and/or Standing Rule Review Committee.

M. **Properties**

 The Council Properties Chairperson shall be responsible for the inventory of all Council property at the end of each term of office and shall assign this property to the incoming Officers or Committee Persons.

N. **Publicity & Promotion**

 The Publicity & Promotion budget of $1000.00 annually shall be available to the Chair who may use up to $300.00 in discretionary spending. The Publicity & Promotion Committee shall be responsible for coordinating and implementing those publicity and/or promotion activities directed by the Council. The Publicity & Promotion Committee shall encourage people to Square, Round, Clog and Contra dance and coordinate with the designated committee(s) for the fair booth(s) and fair dancing. (5/3/20)

O. **Round Dance**

 The Round Dance Committee shall be responsible for participating in the selection process for the “Round-of-the-Month” as selected by the Washington State Square and Folk Dance Federation, and for reporting the selections to the Council.

P. **Round Tuit**

 The Round Tuit Committee shall be responsible for administering the Round Tuit Program in the Council and for presenting this Award to those Dancers in the Council who have earned it.

Q. **Scrapbook**

 The Council Scrapbook shall be maintained by the Scrapbook Committee Persons using Club and Council input.

R. **Solos**

 The Solo Committee shall be responsible for coordinating Solo activities in the Council.

 S. **Ways & Means**

 The Ways & Means Committee shall be responsible for administration of the fundraiser activities authorized by the Council, except for the Council Dances.

 T. **Youth Coordinator**

The Youth Coordinator shall be responsible for encouraging cooperation between Youth Clubs. The Coordinator shall also serve as liaison between the Youth Clubs and the Council. The Coordinator shall encourage and assist youth of the Council to apply for the State Federation’s merit-based scholarship and follow all the requirements.

**5.** The Council may reimburse for one (1) family registration per Club to the Washington State Leadership Seminar.

1. The President, Area Delegate and Delegate to State Nominating Committee (unless paid by the State Federation) are to be paid for lodging and mileage reimbursement at the rate of $.30 per mile and up to a maximum of $75.00 per night for lodging when attending State Federation meetings. Application for reimbursement is optional and must be supported by pertinent documentation or receipts. (5/3/20)

 **7.** Council Dances shall be hosted by Mount Baker Council Clubs. Any Club not wishing to host a dance will provide written notice to the Council. Any profits shall be split 60/40 (Club/Council) after expenses are paid. No Host Club shall be held accountable for losses for a Council Dance. A minimum of a one-eighth (1/8) page ad will be placed in any local Square Dance publications. New Clubs shall be added to the rotation at ten (10) years from the year of acceptance by the Council. (5/3/20)

 **8** The Corresponding Secretary shall notify all Washington State Federation Councils of future Mount Baker Council Dances as soon as the date and location are available.

 **9.** Past President Pins shall be given to the out-going President Couple at the end of their term(s).

**10.** All principal (main) motions shall be presented, in writing, to the Recording Secretary.

**11.** Dates of additions, omissions and amendments shall be included in By-Law and/or Standing Rule

updates. This information shall automatically be deleted after five (5) years.

**12.** The Council Advisor shall update and supply a hard copy and/or electronically, to each Delegate andthe Council’s Publicity Chair, an information package containing but not limited to the following:

A. Duties of Delegates

B. Delegate Report Form

C. Properties list to each Club’s Delegate No. 1.

D. Council Dance rotation list

E. A copy of the current By-Laws and Standing Rules

F. Copies of the Incident Report form to be passed on to the club President & Treasurer so they are available at all dance events. The packages shall be returned to the Advisor for the next term at the June Meeting for updating and distribution at the September Meeting. (3/4/20)

**13.** The Council will pay up to $25.00 for business cards per club per year, specifically for the

promotion of lessons and dancing. (3/4/20)

**14.** The Council shall reimburse the Heritage Center Representative to attend up to three (3) meetings

per year. The Council will reimburse this Representative at the rate of $.30 per mile and up to a

 maximum of $75.00 per night for lodging when attending State Federation meetings. Application

 for reimbursement is optional and must be supported by pertinent documentation or receipts.

 (5/3/20)

**15.** The Council may pay up to $25.00 to the Fair Chairperson for travel expenses. Application for

reimbursement is optional and must be supported by pertinent documentation or receipts. (3/4/20)

**16.** All monies from a 50/50 or Split the Pot at a Mount Baker Council function, sponsored by a Mount

Baker Club, shall be retained and managed by the sponsoring Club.

**17.** The Council may pay up to $100.00 per Club per year for the hiring of a Caller or Cuer to use at

promotional events, with the sponsoring Club paying 50% of the Caller or Cuer fee.

**18.** A Youth Fund of up to $600.00 per year shall be established to assist the youth of the Council.

The fund shall benefit all youth clubs within the Council and shall be maintained by the Council

 Treasurer. The fund shall not be carried over to succeeding years. The Youth Coordinator and the

 Youth Committee shall make recommendations for the expenditure of this fund.

**19.** An annual award named the Ila Williams Memorial Award shall be established and presented at the Mount Baker Council Spring Dance to a Mount Baker Council area dancer (individual, couple, caller or cuer) who has done an outstanding job of promoting Square, Round, Clog or Contra dancing in the Mount Baker Council area. The current holder shall retain the award for one (1) year and shall select the following year's recipient, outside of their own club. Each recipient shall receive a pin or bar to wear denoting the award. The current holder will purchase an appropriately engraved plaque to present to the new recipient as a permanent keepsake. Mount Baker Council will reimburse the cost of the keepsake. (5/3/20)

**20.** Mount Baker Council shall donate $25.00 in memoriam to the Heritage Center on behalf of deceased Council President couples, past and present and Ila Williams recipient couples.
(11/2/16)

**21.** The Council Website shall not contain links to personal Websites unless prior approval is granted

by the Council.

**22.** The Mount Baker Council Executive Board shall administer the Mount Baker Council Callers &

Cuers Scholarship Fund. The Scholarship Fund shall be a Budget item in the amount of $750.00

 per fiscal year. Each application shall be screened by the Executive Board. Applicants may be

 funded up to $250.00 per person per year and must be new, aspiring Callers or Cuers within the

 Mount Baker Council. (3/4/20)

**23.** Banner Trading Guidelines as updated and adopted shall be made available to the clubs in Mount

Baker Council who wish to participate.

**24.** Council Portable Stage

 The stage can be used by any club in the Council, but not rented out due to liability issues. The

 stage and its storage location shall appear on the Vice President’s property list. (11/2/16)

**25.** Recognition of Club Presidents

 The Council may conduct a recognition ceremony of the Club Presidents at a meeting designated for this purpose. Notice of such a ceremony is to be announced in the previous month’s meeting and minutes as well as the meeting agenda for the meeting in which the ceremony is to occur. An invitation is to be extended to the Club Presidents by US mail or email after the date for the recognition is set. (3/4/20)

**26.** The Council shall purchase State Directories for each Council Board member. (3/4/20)

 May 3, 2020

 Doug Keyes, President Date

 May 3, 2020

 Jo Ann Pyle, Recording Secretary Date

Standing Rules Revised May 3, 2020