

**BY-LAWS OF
MOUNT BAKER SQUARE & ROUND DANCE COUNCIL**

Revised 3/6/24

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 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 the 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, except as specified in the By-Laws and/or Standing Rules. (3-6-24)

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, hereinafter 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 clubs' 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 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 ex0officio 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 e-mailing 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 place for pickup by Club Delegates.

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

Section 6. Area Council 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 the 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. The 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 three (3) 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) (10/4/23)

Section 2. Officers of the Council shall be elected at the May 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 names of the two candidates receiving the most

votes shall be taken for a revote. (10/4/23)

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.

A. The Nominating Committee shall select candidates for each office and report at the March General Meeting. Nominations may be made from the floor at the March and April Meetings. (10/4/23)

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. (10/4/23)

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 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.

June 5, 2024

Steve Sworen, President

Date

June 5, 2024

Melody Scalzo, Recording Secretary

Date