

COUNCIL OF EAST TENNESSEE SQUARE AND ROUND DANCE CLUBS

CONSTITUTION

ARTICLE I

NAME

- SECTION 1** The name of this association shall be Council of East Tennessee Square and Round Dance Clubs, herein identified as the Council.

ARTICLE II

PURPOSE

- SECTION 1** The purpose of this nonprofit association shall be to encourage, perpetuate, and standardize the art of Western-Style Square/Round Dancing through organized clubs whose members promote, fun and fellowship among square/round dancers.
- SECTION 2** The Council is a banding together of individual Square/Round Dance Clubs for the mutual advantage of all. As an organization, it is not its intention to interfere in the internal affairs of its member clubs. The Council will offer the combined experience and knowledge of its personnel to assist individual clubs in solving problems when these same clubs ask for help or assistance. Each member club is expected to contribute to the effectiveness of the Council of Square/Round Dancers, which is governed by and for Square/Round Dancers.
- SECTION 3** The Council may seek membership in any organization which can assist the Council in the accomplishment of its goals.

ARTICLE III

MEMBERSHIP

- SECTION 1** Membership of the Council shall consist of organized Square/Round Dance Clubs within Area III and V and fringe areas of the State Association or charter members, desiring to participate in the functions of the organization. Membership of a club will be approved or disapproved by the Board of Directors upon written application by the club.

ARTICLE IV

GOVERNMENT

- SECTION 1** The government and management of the Council shall be vested in the Board of Directors which consists of the elected officers of the Council and the delegates of the member clubs.
- SECTION 2** The officers of the Council shall consist of the following: President, Vice-President, Activities Coordinator, Secretary and Treasurer.

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- SECTION 3** Officers shall be elected as provided in the By-laws of the Council and shall have and exercise only such powers as may be provided in said By-Laws.
- SECTION 4** Each member club will operate as an individual club within the framework of the Council and be responsible for its own financial obligations.
- SECTION 5** Each member club will designate one delegate and an alternate (to serve in the absence of the delegate) to represent their organization at all Council meetings.
- SECTION 6** The term of office for Council officers shall be two years. The term of office for club delegates shall be determined by their individual club.
- SECTION 7** Any member of a member club in good standing is considered eligible to hold an elective office, but no more than two elected officers may be from any one club.
- SECTION 8** The immediate past president ex officio shall act in an advisory capacity to the Board of Directors.
- SECTION 9** It will be the responsibility of the incoming officers to carry out the policies stated in Article XVI "Policies", of the By-laws and the advanced plans of the outgoing officers unless properly modified by the Board of Directors.
- SECTION 10** All officers shall exercise the duties of and uphold the Council's Constitution and By-laws.

ARTICLE V

FINANCE

- SECTION 1** The primary method of obtaining operating funds shall be through fund raising affairs, e.g., special dances, annual festivals, etc.
- SECTION 2** The method of obtaining additional funds within the guidelines provided in the By-Laws shall be at the discretion of the Board of Directors.
- SECTION 3** Member clubs shall be charged an annual membership fee, which will be established at the last Council meeting prior to the end of the fiscal year.

ARTICLE VI

PROPERTY

- SECTION 1** The actual and beneficial ownership and interest in the physical properties of the Council belongs to the voting member clubs, subject to the limitations, rules and regulations in the By-Laws of the Council. When a club ceases to be a member, all property rights of the club shall terminate.

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ARTICLE VII
AMENDMENTS

SECTION 1 Amendments to this constitution may be made at any Council meeting by a majority vote. A quorum of voting members, as specified in the By-Laws, shall be present. Notice of the proposed amendment shall be sent to each member club at least fifteen days prior to such meeting.

ARTICLE VIII
CHARTER MEMBER CLUBS

SECTION 1 The charter member clubs of the Council are defined as those clubs meeting the Constitution and By-Laws requirements at the time of incorporation.

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BY-LAWS

ARTICLE I

OBJECTIVES OF THE COUNCIL

- SECTION 1** The Council shall promote the art of and further the interest of Western-Style Square and Round Dancing in East Tennessee, including assistance in the formation of any new club or resolving problems.
- SECTION 2** The Council shall not infringe upon the rights or established programs of any member club, area or state association; nor shall any rule or regulation of the By-Laws or Constitution be changed to conflict with the rights or established programs of any member club, area or state association.
- SECTION 3** The Council may sponsor as determined by the Board of Directors the following: A. Special dances; B. An Annual Festival; C. Exhibition dances; and/or D. Square and Round Dance educational presentations.
- SECTION 4** The Council shall continuously strive to add services beneficial to and requested by its member clubs. For example, a website and/or a Council periodical.

ARTICLE II

COUNCIL MEETINGS

- SECTION 1** There shall be Council business meetings normally in January, April, July, and October.
- SECTION 2** Special Council meetings may be called at any time by the President or at the written request of a minimum of one half of the member clubs. Such meeting shall be held at a place or places as may be ordered by the President. The Secretary shall mail a notice of such a call to each club at least fifteen days before such meeting; and such notice shall state the time and place of such meeting and the object thereof. No business shall be transacted at a special meeting except for the purpose stated in the notice sent to the member clubs.
- SECTION 3** Each member club will designate one delegate and one alternate (to serve in the absence of the delegate) to represent their club at all Council meetings. Council officers cannot vote at a Council meeting unless authorized as a member club delegate.
- SECTION 4** A quorum at all Council meetings shall consist of a majority of the Board of Directors with at least 1/3 (one-third) of the member club delegates present.
- SECTION 5** Roberts Rules of Order, Revised, will be followed in all Council meetings, unless otherwise provided in the Council Constitution and/or By-Laws.

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SECTION 6 The following order of business shall be observed insofar as practicable:

- A. Reading of the minutes of the previous meeting.
- B. Report of officers
- C. Report of committees
- D. Old business
- E. Election of Officers (if applicable)
- F. New Business
- G. Time and place of the next meeting
- H. Adjournment

ARTICLE III

Board of Directors

SECTION 1 The Board of Directors shall have the general management and control of the business and affairs of the Council and shall exercise all the powers that may be exercised or performed by the Council as an entity, subject to the limitations contained in the Council's Constitution and By-Laws.

SECTION 2 The Board of Directors may be the mediator for any disputes among clubs.

SECTION 3 The Board of Directors shall establish policy for the Council by preparing recommendations for member club approval by majority vote.

SECTION 4 In the event there shall ever be any dispute as to the interpretation of these By-Laws, the Board of Directors shall be the final authority except in the case of a tie, then the President shall be the final authority.

SECTION 5 Vacancies in offices of the Board of Directors, with the exception of the Presidency, shall be filled by an election at a called Council meeting or the next scheduled Council meeting and shall be for the remainder of such vacated term. If the Presidency is vacated, the Vice-President assumes the Presidency for the remainder of the term and the immediately available Past-President shall act as the Vice President for the remainder of the term.

SECTION 7 Any Board member absent from three separate or two consecutive regular or special meetings may be replaced at the request of the board.

ARTICLE IV

MEMBERSHIP

SECTION 1 There shall be one class of membership with pertinent liabilities, rights, and privileges as hereinafter set forth.

SECTION 2 Member Club: Any Square or Round Dance Club within Tennessee State Association of Square and Round Clubs, Inc. definition of Areas III and V, including fringe areas, that has been accepted for membership according to the provisions of Article XIV of these, By-Laws.

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- SECTION 3** Each club accepting membership in the Council expressly agrees to abide by the provisions of these By-Laws.
- SECTION 4** A Club may resign from the Council by submitting a letter of resignation to the President of the Board of Directors.
- SECTION 5** A Club's membership shall be canceled by the Board of Directors if it ceases to be a member in good standing in the Square/Round Dance community.
- SECTION 6** Each Club shall furnish an officer roster of their club, along with the names of its Council delegate and alternate, to the Secretary in July of each year or whenever a change of officers of the club occurs.
- SECTION 7** A Club is considered to be in good standing if there are no outstanding debts owed to the Council that are over 90 days outstanding and as a member club, has been an active participant as required by the Council Constitution and By-Laws.

ARTICLE V

OFFICERS

- SECTION 1** The officers of the Council shall consist of a President, Vice-President, Secretary, Treasurer, and Activities Coordinator. In the absence of the President, the order of succession shall be as listed in this section.
- SECTION 2** The President shall preside at all meetings and shall have general charge and control over the affairs of the Council. The President shall appoint such committees and assign such duties as shall be necessary to further the objectives and functions of the Council.
- SECTION 3** The Vice-President shall perform such duties as may be assigned by the President. In the absence of the President, the Vice-President shall perform and be vested with all the powers and duties of the President. If the office of President is vacated, the Vice-President shall succeed to the Office of President. The Vice-President serves as Chairman of the Nominating Committee and presides over the election of officers. The Vice-President serves as parliamentarian for the Council and ensures that the Constitution and By-Laws are complied with at all times and are reviewed for periodic update.
- SECTION 4** The Secretary shall keep accurate minutes of the proceedings of the meetings and distribute them to Council Officers and club delegates in a timely manner. The Secretary shall give notices as required in these By-Laws of all such meetings and shall be the custodian of all Council records and correspondence. The Secretary shall maintain an accurate and up to date list of all member clubs, Club officers, Council delegates and alternates and shall furnish a copy of the same to all Council officers and member clubs as required. The Secretary shall furnish a copy of the Constitution and By-Laws and all amendments thereto to all Member Clubs.

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- SECTION 5** The Treasurer shall keep and preserve all financial records of the Council. The Treasurer shall present the financial books to the council once a year for audit and shall have the books open at all times for inspection by any member of the Board of Directors. A financial report shall be made by the Treasurer at each Council meeting. The treasurer shall keep accounts of all monies of the Council received or disbursed including separate records of any property fund and operating fund and any other separate funds which are subsequently established. The Treasurer shall deposit all monies and valuables to the credit of the council in such banks or depositories as shall be selected in accordance with these By-Laws and shall sign all checks for the payment of money. When directed by the President, the Treasurer shall furnish a bond for the faithful performance of these duties of office in an amount to be determined by the Board of Directors. The premiums for such bond shall be paid by the Council.
- SECTION 6** The Activities Coordinator shall perform such duties as may be assigned by the President. The Activities Coordinator serves as Chairman of the Council Dance Committee, is responsible for publicity in the Council periodical (Dance Data) and on the Council website, preparation and distribution of flyers, tickets, contacting callers and cuers and contact with Council member clubs. The Activities Coordinator works with and advises the Host club or clubs responsible for decorating the hall and setting up the food table.
- SECTION 7** All Officers must be active members of a member club.
- SECTION 8** The term of office for each officer is two years.

ARTICLE VI

EXECUTIVE COMMITTEE

- SECTION 1** The elected officers of the Council shall constitute the Executive Committee.
- SECTION 2** If time does not permit the calling of a special Council business meeting, the Executive Committee shall have all the powers of the Board of Directors to conduct Council business except that the Executive Committee may not obligate the expenditure of funds in excess of \$500.
- SECTION 3** All actions taken by the Executive Committee shall require at least three (3) favorable votes.
- SECTION 4** Any decisions of the Executive Committee shall be presented to the Board of Directors at the next council business meeting.

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ARTICLE VII

DELEGATES

- SECTION 1** Each Member Club and Callers' Associations will provide a delegate and alternate to participate in Council Meetings. The Delegate or Alternate of a club shall represent and vote on behalf of the club, provide an exchange of information and expression of the club's position on Council functions and operations and disseminate information obtained at Council meetings to the club.
- SECTION 2** The Delegate or Alternate of a club shall have the authority to speak for the club, and accept on its behalf, any responsibilities, appointments, or obligations deemed necessary in the best interest of the council and the club.
- SECTION 3** Delegates of Callers' Associations may be non-voting participants at the Council meetings but have a seat and a voice.

ARTICLE VIII

FINANCES

- SECTION 1** The primary method of obtaining operating funds shall be through fundraising affairs: special dances, annual festivals, etc.
- SECTION 2** The method of obtaining additional funds within the guidelines provided in these By-Laws shall be at the discretion of the Board of Directors.
- SECTION 3** All monies and funds of the Council shall be kept in a bank, or banks selected by the Treasurer and approved by the Board of Directors.
- SECTION 4** No expenditures of Council funds shall be made except as authorized by resolution duly passed at a Council business meeting or as provided in Article VI Section 2.
- SECTION 5** All expenditures shall be made by check, insofar as practical, and signed by the Treasurer, or by the President in the Treasurer's absence. A receipt or bill, identified as to check number, which states the reason for the expenditure shall be submitted to and filed by the Treasurer.
- SECTION 6** If the Council shall disband, all properties shall be disposed of, all commercial loans paid, and all remaining indebtedness, shall be redeemed. Any remaining monies shall be donated to a non-profit Square Dance related organization, at the discretion of the Board of Directors.
- SECTION 7** The Council fiscal year shall begin July 1. Membership dues shall be due at the first Council meeting following the beginning of the fiscal year.

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ARTICLE IX

EDITOR

- SECTION 1** The Board of Directors shall appoint an individual to serve as Editor of the Council periodical.
- SECTION 2** The Editor, assisted by an editorial committee, shall prepare and publish all square/round dancing information and news as deemed desirable. The Editor shall establish the format and editorial policy for the Council Periodical, subject to the approval of the Board of Directors. The Editor shall establish and maintain contact with all club reporters.

ARTICLE X

WEBMASTER

- SECTION 1** The Board of Directors shall appoint an individual to serve as Webmaster of the Council website.
- SECTION 2** The Webmaster shall update the website as needed with member club information pertaining to dance and class times and locations. Flyers for special club or council functions may be published on the website. Issues of the Council periodical and the approved minutes of the Council meeting may be posted on the website.

ARTICLE XI

ELECTIONS

- SECTION 1** The Vice-President will provide a slate of nominees to be mailed to the member clubs along with the next meeting's agenda, prior to the meeting.
- SECTION 2** The election of officers will be held at the July meeting. Nominees for any office will be accepted from the floor. The Vice-President will preside over this election. In the event of there being more than one nominee for a particular office, voting will be secret ballot for that office. A majority of the votes cast by the Delegates present is required for the election.
- SECTION 3** No caller/round dance instructor or any member of their family or people who receive payment for services from any member club of the Council may serve as an officer of the Council.
- SECTION 4** Any active member of a member club, in good standing, is eligible to hold an elective office in the Council.

ARTICLE XII

COMMITTEES

- SECTION 1** The President shall appoint such additional committees as are necessary for the proper and efficient operation of the Council. The Chairman of each committee shall prepare a report to the President, if required by the President.
- SECTION 2** The President shall be an ex officio member of all committees.

ARTICLE XIII

DISCIPLINE AND PENALTIES

- SECTION 1** The Board of Directors shall have the responsibility to recommend suspension or expulsion of any member club violating any of these By-Laws or any conduct which shall be deemed prejudicial to the interest and welfare of the Council and its members. A majority vote at a Council meeting shall be necessary before any club may be disciplined. An absolute majority vote of the Council shall be necessary for suspension or expulsion.
- SECTION 2** Before any club can be suspended or expelled, written notice shall be given to the club concerned and the club's representatives/officers shall have the opportunity to appear in person before a Council meeting. Such notice shall be sent by registered mail, return receipt requested, to the address of record on the books of the Council. Complaints shall be filed in writing. The Executive Committee is responsible for recommending reinstatement of an expelled club at a Council meeting. Vote on reinstatement by a simple majority, shall be made at a Council meeting.

ARTICLE XIV

APPLICATION FOR NEW MEMBERS CLUBS

- SECTION 1** Clubs shall petition the Board of Directors in writing for membership in the Council. The criteria for a new member club shall be as follows:
- A. They shall have been an organized club for at least three (3) months.
 - B. They shall have a minimum of sixteen (16) members in good standing.
 - C. A club membership and officer roster, Constitution and By-Laws shall be included in the letter of petition for membership along with payment of club dues for the current fiscal year.
- SECTION 2** New clubs meeting qualifications of Section 1 of this article may be admitted to the Council upon a majority vote of the Board of Directors. It shall be the responsibility of the President to notify the petitioning club as to their status within thirty days.

ARTICLE XV
AMENDMENT

SECTION 1 Amendments to these By-Laws may be made at any Council meeting by a majority vote. A copy of the proposed amendment shall be mailed to each member club at least fifteen (15) days prior to such meeting.

ARTICLE XVI
POLICIES

SECTION 1 Square dance classes must consist of sufficient lessons of instruction to allow class members to dance at dances hosted by Member clubs.

SECTION 2 The Council periodical, Dance Data will be published at regular intervals as agreed by the Board of Directors.

SECTION 3 The Board of Directors may from time to time establish Standing Rules to implement the objectives of the Council. Changes in the Standing Rules shall not require prior notice and may be changed by a simple majority vote at any Council business meeting.

SECTION 4 The possession, sale, or consumption of alcoholic beverages at Council functions is prohibited. The consumption of alcoholic beverages during any Council function will be grounds for the exclusion of the individual(s) from Council activity.

SECTION 5 The act of gambling or the presence of gambling devices at Council functions is prohibited.

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