

**BYLAWS  
OF THE PORTLAND AREA COUNCIL  
OF THE OREGON FEDERATION OF SQUARE AND ROUND DANCE CLUBS**

**ARTICLE I: DUTIES OF THE OFFICERS**

**Section 1 – President**

The President will preside at all meetings of the Council and the Executive Board. The President will appoint and discharge all committees and perform all other duties pertaining to the office.

**Section 2 – Vice President**

The Vice-President will, in the absence of the President, perform the duties of that office. The Vice President shall not appoint Committees. The Vice President will assist the President in coordination of all activities of the Council and will accept such duties as the President designates. The Vice President will be responsible for physical arrangements for Council dances. The Vice President will secure the hall and be in charge of refreshments for all meetings.

**Section 3 – Secretary**

The Secretary will keep a permanent written record of all proceedings and mail all announcements, communications and general correspondence and perform all other related duties. A book of passed motions will be maintained by the Secretary and be available to the President, Parliamentarian and any Constitution-Bylaw Committee.

**Section 4 – Treasurer**

The Treasurer will collect and be custodian of all funds of the Council, establishing a checking, and/or savings account(s) with a FDIC insured facility, approved by the Board. The Treasurer will pay out such funds authorized by the adopted budget; other expenditures upon vote of the Council or order of the President. The Treasurer will keep an itemized account of all receipts and expenditures, be prepared to give a financial report at all meetings of the Council and will perform all other duties ordinarily pertaining to the office of Treasurer.

**Section 5 – Area Delegate**

The Area Delegate will attend meetings of the State Federation of Square and Round Dance Clubs and coordinate the activities of the area with those of the State Federation. The Area Delegate will serve as Chair for arrangements for State Federation meetings when held in this area.

**ARTICLE II: DUES**

Annual Council dues will be \$20.00. All dues will be paid on or before June 1 of each year in order for clubs to be included in the State directory. Failure to pay annual dues within three (3) months from the date due may be considered cause for forfeiture of membership of any member club.

### **ARTICLE III: MEMBERSHIP**

Membership in the Portland Area Council will be open to any organized square dance club, round dance club, contra club, clogging club, cuer's association or caller's association each being a non-profit organization having duly elected officers, and making the proper application to the Membership Committee as follows:

1. A club will be dancing in a hall, other than a private residence, large enough to accommodate members and guests.
2. Any qualified club may apply for membership at any time.
3. A roster will be attached to the application showing names of at least sixteen (16) active individuals.
4. A club will first present their application, with copy of their constitution, at a regular Portland Area Council meeting. After screening, and a written recommendation from the Membership Committee, the application will be voted on at the next regular meeting. Application for membership will be approved by majority vote of delegate members present at the council meeting.
5. If a club fails to gain acceptance to the Oregon Federation of Square and Round Dance Clubs, then their application and all monies will be immediately returned.
6. All new clubs coming into the organization shall pay the prescribed fees to the Oregon Federation (OFSRDC).

### **ARTICLE IV: COMMITTEES**

The standing committees will be TVC DELEGATE, EVERGREEN DELEGATE,

MEMBERSHIP, PUBLICITY, AREA EDITOR, HISTORIAN, PARLIAMENTARIAN, BUDGET, AUDIT, AND PROPERTIES CLERK. The preceding year's President will be a member of the Executive Board as the Past President; duties to be assigned by the President. In the absence of the preceding year's President, the Executive Board will determine who, if any, will serve as Past President; selecting from available Past Presidents.

The Budget Committee will consist of (3) three persons, one of which is the Treasurer, and will be appointed by November of each year. The Committee will present the budget for the following year (July to June) no later than the April meeting.

The Audit Committee will be appointed by January. The Committee's responsibilities will be to review the Treasurer's books and financial accounts, reporting to the Executive Board by the June meeting. The Audit will remain on file with the Secretary.

The Properties Clerk will compile and maintain an inventory, including location site, of all physical assets of the Council.

Special committees will be appointed by the President when needed.

### **ARTICLE V: MEETINGS**

The Council will meet every month on a date to be determined by the Executive Board, unless changed by vote of the Council. Special meetings may be called by the President. To conduct business, a quorum is required at all regular or special meetings. A quorum will consist of a

majority of the Council Delegates or their Alternates at regular or special meetings with minimum representation from 50% of the Member Clubs. Executive Board meetings will be scheduled with a minimum of one per quarter.

#### **ARTICLE VI: DELEGATES**

Delegates will be elected by each individual club 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 a representative of more than one club. A substitute delegate must show credentials of authority. If a Delegate is elected or appointed to the Executive Board, the club the Delegate represents will select a new delegate to fill the vacancy. If a Delegate is appointed to a non-voting office said Delegate may retain their Delegate responsibilities and club vote. Committee Chairs, chosen from Delegates, will retain their Delegate voting privileges.

#### **ARTICLE VII: ELECTION OF OFFICERS**

A Nominating Committee consisting of at least three (3) people will be appointed by the President during the month of November. The Nominating Committee will make its report at the February meeting, listing the names for each office at which time the President will call for further nominations from the floor. The election will be by ballot of the Delegates during the March meeting. The new officers will be installed at the June meeting. Any vacancies of office during the year will be filled by majority vote of the Delegates present at any regular business meeting.

#### **ARTICLE VIII: COUNCIL DANCES**

The Council will conduct dances for all members. Dates of Council - sponsored functions will be scheduled at least sixty days in advance and clubs should not hold dances on any night that conflicts with Council sponsored functions.

#### **ARTICLE IX: AMENDMENTS**

Amendments to the Bylaws will be placed on the Delegate Meeting agenda for presentation and discussion. These Bylaws may be amended by two-thirds vote of the member clubs present after written or hand delivered notice has been sent to the President and Delegates of each club. Each member club will receive one ballot at the next regularly scheduled delegate meeting.

#### **ARTICLE X: MEMBER CLUBS**

In order to facilitate printing of the State directory, all member clubs will elect their own officers no later than April 1. A list of club officers will be forwarded to the Portland Area Council Membership Chairman by the May delegate meeting.

#### **ARTICLE XI: PARLIAMENTARY PROCEDURE**

Robert's Rules of Order will be followed where applicable and not inconsistent with this Constitution and Bylaws.

Approved: June 10, 1956

Amended: January 6, 1957, December 3, 1959, July 21, 1963, June 16, 1968, December 15, 1968, February 1, 1977, February, 1982, October, 1985, November, 1985, March, 1986, April, 1988, February, 1991, February, 1992, July, 1995, August, 1996, September, 2016