

# Federation of Delaware Valley Square & Round Dancers

## By-Laws

### Article I OFFICERS

#### Section 1: NOMINATION AND ELECTION

- a. The Nominating Committee submits its nomination for the offices of President, Vice-President, Treasurer and Secretary at the annual meeting of the Federation.
- b. Additional nominations may be made from the floor at the annual meeting by any Federation member. Seconds to such nominations are made in the same manner. Such nominations are valid only if the person nominated has confirmed willingness to serve if elected.
- c. If any office has more than one nominee, the Chairman of the Nominating Committee acts as judge of elections and appoints tellers to distribute, collect and count ballots. A nominee may not act as a teller.
- d. A simple majority of votes cast elects a nominee. If no candidate receives a simple majority on the first ballot, the two candidates who received the highest number of votes on the first ballot will be voted on by a second ballot. Balloting will continue until one candidate receives a simple majority of the votes cast.
- e. If a vacancy occurs in any elected office, the President, with the approval of the Board, appoints a Federation member to fill the vacancy until the next annual meeting.

#### Section 2: DUTIES

- a. The President presides at all meetings of the Federation and of the Board of Directors. The President decides all questions of order but has no vote except to cast the deciding votes in the event of a tie. The President appoints the chairmen of all committees, unless another method of selection is set forth in these by-laws, and informs them of their duties and responsibilities. The President automatically becomes a voting member of all committees.
- b. The Vice-President assists the President in the discharge of their duties and in the absence of the President performs the duties of the President.
- c. The Treasurer in the absence of the President and the Vice-President presides at all meetings of the Federation and Board of Directors. The Treasurer receives all monies due the Federation, gives receipts upon request, and deposits the same in the appropriate Federation depository. The Treasurer pays the debts of the Federation as authorized by the Board of

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Directors. The Treasurer may select a depository, with the approval of the Board of Directors. Checks or drafts on the depository must be signed by any one of the President, Vice-President or Treasurer.

- d. The Secretary keeps the minutes of all meetings of the Federation and of the Board of Directors, conducts all Federation correspondence authorized by the President and sends out all notices required by the Constitution and By-Laws except committee notices which are the responsibility of each committee chairman.

### Article II BOARD OF DIRECTORS

#### Section 1: MEETINGS

- a. The Board of Directors meets at least four times a year, or as needed at the discretion of board members. The President designates the time and place of such meetings. In the event of two or more consecutive absences of any board member the board may take such action as it deems appropriate including suspension or expulsion from the board.

#### Section 2: DUTIES

- a. Approves or modifies the budget as presented by the President at the September meeting for the following year, and authorizes all additional expenditures of Federation funds as they may occur;
- b. Authorizes the purchase of other acquisitions of such equipment, records, books and other personal property as it may deem necessary to carry out the purpose of the Federation;
- c. Controls all Federation property and determines how and by whom such property may be used;
- d. Resolves all questions concerning the listing of clubs
- e. Resolves to the best of its ability, all problems of a Federation district which cause a conflict with another district;
- f. Approves or disapproves the selection of the Chairmen of the Convention Committee, as made by the Convention Advisory Committee;
- g. Sets the date, place and registration fee for each annual convention.

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Article III            COMMITTEES

Section 1:            STANDING COMMITTEES

The President may establish the following committees each consisting of the chairman and up to three other members:

- a. Membership
- b. Education
- c. Publicity
- d. Convention
- e. Convention Advisory
- f. Equipment and Property
- g. Nominating
- h. Auditing

Section 2:            SPECIAL COMMITTEES

The president shall appoint the chairman of such special committees as deemed necessary.

Section 3:            DUTIES OF THE STANDING COMMITTEES

- a. The Membership Committee maintains a roster of Federation members. The Federation membership list shall consist of those people who have paid Federation dues and who are included on the combined membership lists of the Federation's Districts.
- b. The Education Committee shall promote square and round dancing in all of its facets, including leadership and training.
- c. The Convention Advisory Committee shall consist of the General Chairmen of each past convention and a maximum of eight people appointed by the Federation President. These people must have served on a past Convention Committee in the capacity of committee chairmen. The committee will be responsible for the progress of the convention operation with the approval of the Board of Directors. The selection and approval of the chairmen of the Convention Committee shall be completed a minimum of fifteen months prior to the date of the convention for which the chairmen are being selected.
- d. The chairmen of the Convention Committee shall be selected as provided in Article II Section 2f of the By-Laws. The Convention Committee shall have full responsibility for promoting and operating the annual convention with the approval of the Board of Directors. The chairmen, with the approval of the Board of Directors, shall determine the fees for the Convention. All details of operating the Convention are the responsibility of the Convention Committee. The chairmen of the Convention Committee determine the size of their committee and appoint the chairmen of such subcommittees as they deem

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necessary. No later than 120 days after the Convention a final report must be made to the Federation, and the remainder of convention funds turned over to the Federation Treasurer.

e. The Equipment and Property Committee shall have physical custody of all Federation equipment and property, and is responsible for its maintenance and safekeeping. The acquisition of property and determination as to its use is the responsibility of the Board of Directors.

f. The Nominating Committee shall consist of the Federation Vice President and the District Chairman of each Federation District or their appointee. The committee meets at the call of its chairman, with minimum of thirty days notice to each member of the time and place of the meeting and determines a slate of nominees for the offices of President, Vice-President, Treasurer and Secretary of the Federation. The committee may choose to use E-mail, telephone or other means of communication in lieu of meeting at a specific location. The chairman shall present the slate to the Federation at its annual meeting.

f. The Auditing Committee shall make an annual audit of the books of the Treasurer and of any committee that handles Federation funds.

### Article IV            DUES

Section 1:            The dues of each Federation member shall be set by the Board of Directors at the first meeting of each calendar year to take effect the following calendar year, so that the clubs can determine their individual dues during their March-May budget process.

Section 2:            Dues shall be collected by each Federation district. Each district is encouraged to conduct a membership drive in the fall of each year for the ensuing calendar year. Each district shall turn over the designated dues to the Federation Treasurer no later than January of each year. Dues collected after January shall be turned over at the next meeting of the board. Any Federation member whose dues are not paid by January 15 is delinquent and is no longer a member of the Federation.

### Article V            FEDERATION DISTRICTS

Section 1:            At the time of the adoption of these by-laws the Federation districts, in alphabetical order, are:  
a. Mid-East Penn  
b. Pen-Del

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Section 2: Each district shall establish its own organization, elect its own officers and appoint delegates to the Federation's Board of Directors.

Section 3: By December 1 of each year, each District shall provide to the Federation publication editor a list, with names and addresses, of its District members who have paid Federation dues for the coming year.

### Article VI ORDER OF BUSINESS, QUORUMS AND PLACE OF BUSINESS

Section 1: The order of business for the annual meeting of the Federation is:  
a. Call to order:  
b. Reading of minutes of the last annual meeting and correction or approval thereof:  
c. Treasurer's report, a written copy of which will be provided to the president and the secretary seven days prior to the meeting:  
d. Committee reports:  
e. Old business:  
f. New business:  
g. Adjournment.

Section 2: The Board of Directors and each committee may determine their own order of business for their meetings.

Section 3: A quorum for any Federation meeting consists of one elected Federation officer plus 50% of the eligible members of the board.

Section 4: Each committee may determine its own quorum.

Section 5: The business address of the Federation is the current President's home address.

Section 6: All matters of procedure that are not provided for in the Constitution and By-Laws of this Federation are governed by Robert's Rules of Order.

### Article VII AMENDMENTS

Section 1: Amendments may be proposed at any regular meeting of the board or at any annual meeting of the Federation. The proposed amendment shall be read by the Secretary, and then laid upon the table until Section 2 of this article has been complied with.

Section 2: It shall be the responsibility of the Board of Directors to notify the member districts of the proposed amendments by publishing them in the official

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Federation publication a minimum of 60 days prior to the meeting at which a vote will be taken. The districts, in turn, must notify the clubs belonging to their districts.

Section 3: A favorable vote of two-thirds (2/3) of the Federation members present shall be required for adoption.

Article VIII REPEALER

Section 1: All prior by-laws of this Federation are hereby repealed.