



By-laws of the Rainier Council of the Square and Folk Dance Federation of Washington

Revised January 2009

I (Duties of Officers)

A. President:

The *President* shall preside at all meetings of the Council and Board of Directors. The *President* shall appoint chairpersons for all standing and special committees after consultation with the other officers. The *President* shall perform all other duties ordinarily devolving upon the office of President.

B. Vice-President:

The *Vice-President* shall, in the absence of the President perform the duties of that office. The *Vice-President* shall assist the President in coordinating all of the activities of the group; shall serve as advisor for the Spring Festival and Fall Festival, with the cooperation of the Board of Directors; shall procure a gavel plaque to be presented to the Immediate Past President upon leaving office, as a memento of his/her service to the council as set forth in section VIII of these By-laws. The *Vice-President* shall accept other duties as the President designates and shall be custodian of all Council properties.

C. Treasurer:

The *Treasurer* shall collect and be custodian of all the funds of the Council. The Treasurer shall keep an itemized account of all receipts and disbursements. He/she shall make all payments by check. The signature cards for the checking account shall bear the names of the *Treasurer, President* and *Recording Secretary*. Any 2 of these signatures shall be authorized, although all checks normally shall be signed by the *Treasurer* and *President*, except that during the incapacity of either, the *Recording Secretary* will sign in place of the absent one. The *Treasurer* shall perform all other duties normally devolving upon the office of Treasurer.

D. Recording Secretary:

The *Recording Secretary* shall keep the minutes of the meetings of the Council and of the Board of Directors; shall keep an accurate record of the attendance of these meetings; shall send a copy of Council minutes to each voting member; shall keep a complete and up-to-date roll of the member clubs and their delegates. The *Recording Secretary* shall perform all other duties normally devolving upon the office of Recording Secretary.

E. Corresponding Secretary:

The *Corresponding Secretary* shall send out proper notice of the Council and other meetings when necessary; shall conduct the correspondence of the Council and shall provide each delegate a complete, revised and amended copy of the Constitution and By-laws and Standing Rules of the Rainier Council at the September meeting each year.

F. Area Council State Delegate:

The *Area Council State Delegate* shall represent the Council at all the meetings of the Square and Folk Dance Federation of Washington; is empowered to vote on all regular motions at these meetings, but shall refer to the Council any questions that might obligate the Council and shall make a full report at each meeting to the Council.

G. Delegate to State Nominating Committee:

The *Delegate to State Nominating Committee* shall attend all State meetings; shall prepare a slate of candidates of the Council, with approval of the Council and present this slate to the State Nominating Committee at the meetings, with a written summary of the candidates' qualifications; and shall report all final results to the Council.

II (Committees)

A. Standing committees shall be: *Advertising, Auditor, Council Caravan, Documentation Printing and Copying, Float Manager, Footnotes Reporter, Garage/Craft/Plant Sale, Heritage Center, Historian, NWCA, Parliamentarian, Photograph Coordinator, Promotion, Puyallup Fair, RCCA, Round Dance Coordinator, Sunshine, Webmaster, Youth Group.*

B. Special Committees shall be appointed by the *President* when necessary.

III (Dues)

Annual dues shall be \$2.00 for adult groups and \$1.00 for junior groups. (Junior groups being defined primarily composed of members through high school.) Dues shall be payable at the same time as the State Federation dues, at the May Council Meeting.

IV (Meetings)

The Council shall meet during the months of September through June on the 1st Monday of the month with the following exceptions:

- a. In case of conflicting holidays, the meeting shall be held on the 2nd Monday.
- b. By 2/3 vote of the members attending a preceding meeting.

V (Delegates and Alternates)

A. *Delegates* shall be selected by the individual clubs to represent that club at the Council meetings. Each club shall be entitled to 2 delegates. Each *Delegate* is entitled to 1 vote only, and may not cast a vote as a representative of more than 1 club.

B. Each regular *Delegate* may have a selected *Alternate* to represent him/her in case of an inability to attend a meeting. The *Alternate Delegate* shall enjoy the same rights as a regular delegate, when he/she is actively serving as an *Alternate*.

C. Each *Delegate* and *Alternate* must be registered with the *Recording Secretary* and will be the only recognized representatives of their club.

D. Should any regular *Delegate* fail to answer 3 consecutive roll calls, the *Recording Secretary* shall notify his/her club and request a new *Delegate*.

VI (Vacancy of Council Office)

In case of a vacancy of an elected office, except that of *President*, *Area Council State Delegate*, or the office of *Delegate to the State Nominating Committee*, the *President* shall appoint a temporary officer until the next regular meeting, during which time, at new business, the office shall be filled by election of the voting members present.

VII (Reimbursement For Attending State Meetings)

The *Area Council State Delegate*, the *Delegate to the State Nominating Committee* and the *Council President* shall be reimbursed by the Council for attending regular State Meetings, if not reimbursed by the State. The amount of such reimbursement is dependent upon the financial condition of the Council and may vary from time to time. The usual reimbursement shall be \$50 for each night of lodging and fuel expense shall be at a rate of \$0.48 $\frac{1}{2}$ per mile traveled.

VIII (Gavel Plaque)

A gavel plaque with his/her name, office and date of service inscribed upon it shall be presented to the *President* upon leaving office, as a memento of his/her service to the Council.

IX (Governing Rules)

Where procedures and rules are not specifically set forth in the Constitution and By-laws, Robert's Rules of Order shall prevail.