
**CONSTITUTION
&
BY-LAWS**

CONSTITUTION AND BY-LAWS OF THE OREGON FEDERATION OF SQUARE AND ROUND DANCE CLUBS

CONSTITUTION

ARTICLE 1

NAME: Oregon Federation of Square and Round Dance Clubs

ARTICLE 2

PURPOSE: To further the common good and general welfare of the people of its communities and to bring about civic betterment and social improvements in the education, promotion and encouragement of square dancing and its related activities, without regard to race, creed, sex, age, national origin, or religion.

ARTICLE 3

MEMBERSHIP: Membership in the Oregon Federation shall 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 application to the State Executive Board in the prescribed manner. Member clubs shall participate with the Oregon Federation's Insurance program, premium to be paid to the Oregon Federation, or show proof of insurance by other means acceptable to the Federation. The clubs shall apply through available area and if in dispute, the state shall decide on the validity of non-area membership.

ARTICLE 4

OFFICERS: The officers of this organization shall be:

ELECTED OFFICERS

1. President
2. 1st Vice President
3. 2nd Vice President
4. Treasurer
5. Secretary¹
6. Membership Chairman
7. Immediate² Past President³

APPOINTED OFFICERS⁴

1. Financial Advisor
2. Parliamentarian
3. Historian
4. Publicity and Education⁵

¹ Revised: 05/19/2013

² Adopted: 01/27/1991, Revised: 01/27/1991

³ Revised: 05/20/1990

⁴ Revised: 01/28/1990

⁵ Revised: 05/19/2013

ARTICLE 5

STATE ORGANIZATIONS: The state shall be divided into geographical areas, each of which will operate as a unit. Each such designated area shall be governed by a Council, composed of two members elected from each member club in the area. Council officers will be elected by and from these member clubs. One delegate shall be chosen from each council to serve on the State Executive Board. This delegate will be known as the State Area Representative. The Executive Board shall consist of the State Officers of the Federation, the State Area Representatives, and the immediate past president of the Federation.

ARTICLE 6

AMENDMENTS: The Constitution may be amended at any regularly scheduled meeting of the State Executive Board at which a quorum is present and by a two-thirds majority of those voting, provided that the amendment has been read at the previous meeting of the State Executive Board. A quorum in this case shall be considered as a simple majority of the acting State Executive Board members. If the State Executive Board approves the proposed amendment, it will be sent to the member clubs for final approval. The proposed amendment and a ballot will be sent to all member clubs within 15 days of the State Executive Board's approval. The amendment will be ratified by two-thirds majority vote from the ballots that are returned to the Secretary prior to the next regularly scheduled State Executive Board meeting.

ARTICLE 7

DISSOLUTION: Upon the dissolution of the Oregon Federation of Square and Round Dance Clubs, the Executive Board shall, after paying or making provisions for the payment of all liabilities, dispose of all the assets of the Federation exclusively for charitable, educational, or scientific purposes.

BY-LAWS

ARTICLE 1

DUTIES OF OFFICERS

SECTION 1. President – The President shall be the Chief Executive Officer of this organization. He/she shall preside at all meetings of the Federation and of the State Executive Board. He/she shall issue calls for regular and special meetings of the State Executive Board. He/she shall issue calls for regular and special meetings of the State Executive Board and shall act as an ex-officio member of all its committees. He/she shall see that these committees function and cooperate with their respective chairmen and he/she shall call for committee reports. He/she shall see that all elections are held according to the Constitution and By-Laws. In the event an elected office of the Federation becomes vacant prior to its regular term ending, the President, after approval by a majority of the executive board, shall appoint a person to fill the vacancy for the balance of the term. He/she shall perform all other duties devolving upon the Office of President.

SECTION 2. 1st Vice President – The 1st Vice President shall, in the absence or incapability of the President, perform the duties of the President. He/she shall assist the President in coordinating the financial and legislative activities of the group and he/she shall accept such other duties as the President may designate. He/she shall be a member of the Oregon Federation News board and a member of the Festival Committee.

SECTION 3. 2nd Vice President – The 2nd Vice President shall, in the absence or incapability of the President and the 1st Vice President, perform the duties of the President. He/she shall assist the President in coordinating the social and publicity activities of the group and he/she shall accept such other duties as the President may designate. He/she shall publish Club Directories.

SECTION 4. Treasurer – The Treasurer shall be responsible for collecting and have custodial responsibility of all funds of the Federation. He/she shall pay out, or authorize payout of, said funds only when properly approved by the 1st Vice President or the President.⁶ He/she shall keep an itemized account of receipts and expenditures and shall perform all other duties devolving upon the Office of Treasurer.

SECTION 5. Secretary – The Secretary shall keep an accurate record of the minutes of the Federation meetings and of the State Executive Board meetings. He/she shall keep an accurate record of the attendance at these meetings, he/she shall handle the correspondence of the Federation, and he/she shall perform all other duties devolving upon the office of Secretary.⁷

SECTION 6. Membership Chairman – The Membership Chairman shall keep a complete and continually revised roll of the member clubs and shall assist and advise the area Councils in organization and maintenance of membership and shall perform all other duties devolving upon his/her office. All membership applications and renewals shall be submitted to the Membership Chairman. He/she shall notify and collect all club dues and receive all information regarding listing in the State Directory.

SECTION 7. Immediate Past President -- The Immediate Past President shall Chair the Nominating Committee, the Benefit Dance and the Grant Fund Committee. He/She shall be a member of the Festival Advisory Committee and the Audit Committee. He/She shall be

⁶ Revised: 07/26/2009

⁷ Revised: 05/19/2013

responsible for other duties as designated by the President and serve as an advisor to the President.

ARTICLE 2

DUES

An initiation fee of \$2.00 each shall be required of all new member clubs or groups. Each club or group pays an annual fee as determined by the Federation. The amount will be specified in the practices and procedures, payable on July 1 for the period from September 1 to August 30. Annual insurance premium (amount specified by Insurance Chairman) to be paid prior to December 20 for period from January 1 to December 31.

ARTICLE 3

FORFEITURE OF MEMBERSHIP

Failure to pay annual dues within three (3) months from the date due may be considered cause for forfeiture of membership by any member club or group.

ARTICLE 4

COMMITTEES

The Appointed Officers & Standing Committees of the Federation may be appointed by the President no later than one month after his election. Temporary Committees also may be appointed by the President.

ARTICLE 5

DUTIES OF THE STATE EXECUTIVE BOARD

The business of the Federation shall be administered by the State Executive Board according to the Constitution and By-Laws.

ARTICLE 6

STATE EXECUTIVE BOARD MEETINGS

A state meeting shall be held during each Summer and Winter Festival plus two (2)⁸ other meetings, with time and place of each meeting to be announced by the President. Special meetings may be called by the President upon written notice to all Board members at least fifteen (15) days in advance of the meeting date.

ARTICLE 7

ELECTION OF FEDERATION OFFICERS

Officers shall be elected in the following manner:

⁸ Revised: 07/21/2013

The nominating committee shall consist of five members: the immediate Past President as Chairman, two appointed by the President, one each appointed by the 1st and 2nd Vice Presidents. This committee shall be appointed by the September meeting by the incoming board. This committee shall annually nominate from the member clubs at least two candidate for each office, with the exception of President and Treasurer. The office of President will automatically be filled by the current 1st Vice President. In the event the current 1st Vice President is unwilling or unable to hold the office of President, then nominations for President will be acquired by the nominating committee. The office of Treasurer shall be elected on a biennial basis every even numbered year. The nominating committee shall file a report of nominees with the Secretary⁹ not later than February 1st¹⁰. Within ten days the Secretary shall mail a ballot to the secretary of each member club. Each member may cast a ballot for one of the candidates for each office or may propose an additional candidate by writing in such name in the space provided. These ballots shall be returned by the member club and must be postmarked not later than May 1st. Any candidate who receives a plurality of votes cast will be declared elected.

In the event of a tie vote for any office, the current President, current 1st Vice President and immediate Past President shall cast ballots.

ARTICLE 8

AMENDMENT OF BY-LAWS

The By-Laws may be amended at any regularly scheduled meeting of the State Executive Board at which a quorum is present and by a two-thirds majority of those voting, provided that the amendment has been read at the previous meeting of the State Executive Board. A quorum in this case shall be considered as a simple majority of the acting State Executive Board members. If the State Executive Board approves the proposed amendment, it will be sent to the member clubs for final approval. The proposed amendment and a ballot will be sent to all member clubs within 15 days of the State Executive Board's approval. The amendment will be ratified by two-thirds majority vote from the ballots that are returned to the Secretary prior to the next regularly scheduled State Executive Board meeting.

ARTICLE 9

OREGON FEDERATION NEWS

The Oregon Federation News is a state square dance magazine publication owned and controlled by the Oregon State Federation and shall be operated by the past state officers and the 1st Vice President. They shall appoint their own Chairman.

ARTICLE 10

PARLIAMENTARY PROCEDURE

Robert's Rules of Order shall be followed where applicable and not inconsistent with this Constitution and By-Laws.

⁹ Revised: 05/19/2013

¹⁰ Adopted 01/27/1991. Revised 01/27/1991.