

**BY-LAWS OF THE
SQUARE AND FOLK DANCE FEDERATION OF WASHINGTON**

ARTICLE I

DEFINITIONS

For purposes of clarity and understanding, the following definitions apply to certain terms used in these by-laws.

A. State Officers

The officers of this Federation are the President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer.

B. Area Council State Delegates

The Area Council State Delegates are the selected delegates from the local Area Councils who represent their Councils at State Federation Council meetings and who serve to coordinate the activities of their areas with those of the State organization. The delegates are members of the Board of Trustees (State Council) of the Federation, taking part in conducting the business of the Federation at State meetings, but are not considered State Officers.

C. Board of Trustees of State Council

The Board of Trustees, better known as the State Council, is composed of State Officers, Area Council State Delegates and Chairs of Standing Committees.

D. State Federation

The State Federation refers to the Square and Folk Dance Federation of Washington, which was incorporated August 31, 1954, under laws of the State of Washington as a non-profit organization.

E. Fiscal Year

The fiscal year of the Federation is September 1st to August 31st.

F. Non-Profit Club

A non-profit club, as referred to in these by-laws, is one which is governed by elected officers from the club membership or by an appointed committee from the membership, being financed by dues and/or fees. The income is used to defray expenses of social functions and facilities related thereto. Any club where the income goes to one or more persons who make no accounting to the club members shall not be considered a non-profit club. The initial determination of whether or not a club is a non-profit club is to be made by the local Area Council. Final approval rests with the State Council.

ARTICLE II

OFFICERS AND THEIR DUTIES

A. President

The President shall:

1. Preside at all meetings of the State Council.
2. Appoint chairs of standing and special committees (with certain exceptions as noted in Article III-B) and should consult with the other State Officers regarding such appointments.
3. Perform all other duties ordinarily devolving upon the office of President.
4. Upon completion of their term of office he/she shall serve the following year as:
 - a. Immediate Past President, in an ex-officio advisory capacity to the State Council.
 - b. Chair of the State Nominating Committee.

B. Vice President

The Vice President shall:

1. In the absence or incapability of the President, perform the duties of the office of President.
2. Assist the President in coordinating all activities of the Federation.
3. Perform such other special duties as the President may designate.
4. Ensuring that a Past President's pin is available for presentation to the President at the end of his/her term of office. In the event of consecutive terms the President and his or her partner will receive the past president pin at the end of his or her last term. If non-consecutive terms are served, only one pin will be awarded.
5. Act as State Festival Coordinator, coordinating activities between the State level and the local Area Council in connection with putting on State Festivals.
6. Be custodian of the States' square dance banner; the American flag; other flags; officer/delegate name plates; table skirting; State Motto banner; Parker, MacGregor, and McNutt award trophies; past president's pin, president's award pins, and state festival badges.

C. Recording Secretary

The Recording Secretary shall:

1. Keep the minutes of all meetings of the State Council.
2. Maintain an accurate record of the attendance of Council members at such meetings.
3. Mail or e-mail minutes to all State Council members, president of each Area Council in the State Federation, president of each member club in the State Federation, and to any others (by written request) as agreed upon by the State Council.
4. Perform all other duties ordinarily devolving upon the office of Recording Secretary.

D. Corresponding Secretary

The Corresponding Secretary shall:

1. Handle all correspondence as directed by the President.
2. Be responsible for the preparation and mailing of ballots to all regular member clubs in the Federation for proposed changes in the by-laws and other business requiring a vote of club members, except the election of State Officers, and shall tally with witnesses the results of such balloting.
3. Be responsible for the publishing, maintenance, and distribution of updates to the by-laws and Standing Rules.
4. Be responsible for the maintenance, updating, and distribution of the Officer, Committee Chair, and the Area Delegate "white" books.
5. Be responsible for the preparation and printing of the State Directory.
6. Perform all other duties ordinarily devolving upon the office of Corresponding Secretary.

E. **Treasurer**

The Treasurer shall:

1. Collect and be custodian of all funds of the State Federation except those of the State's sponsored square dance magazine FOOTNOTES, Heritage Center, Membership/Insurance Chair, and Education and Leadership.
2. Maintain such bank accounts as are deemed necessary and shall pay all bills promptly.
3. Maintain an itemized account of all receipts and expenditures.
4. Make financial reports at State meetings.
5. Prepare any special analysis of financial condition of the Federation that the President may request.
6. Order and distribute Federation stationery, envelopes, and any other supplies as required.
7. Perform any other duties ordinarily devolving upon the office of Treasurer.

ARTICLE III

COMMITTEES

- A. **Standing Committees** of the Federation shall be those necessary to carry on the business of the Federation, as determined by the President and the State Council.

Committees are:

1. Computer Coordinator
2. Education and Leadership
3. Festival Coordinator
4. Finance and Audit
5. Financial Advisor
6. Heritage Center
7. Historian and Librarian
8. Membership/Insurance
9. Nominating
10. Publications (Editor of FOOTNOTES)
11. Publicity and Promotion
12. XP's
13. Youth Coordinator

- B. **The Chairs of Standing Committees** are appointed by the President, with five exceptions as follows:

1. The Immediate Past President is automatically the Nominating Committee Chair.
2. The State Vice-President is automatically the State Festival Coordinator.
3. The Chair of the XP Committee is elected annually by the Past Presidents who actively participate in square dancing.
4. The Chair of Education and Leadership is selected annually by and from within the five (5) member committee of the Leadership Seminar.
5. The Chair of the Heritage Center is elected annually by members of the Heritage Center Trustees.

- C. **The Chairs of Standing Committees** serve for a period of one year unless re-appointed. They are members of the State Council and, with the exception of those mentioned above in Section B, must be chosen by the President from different Area Councils in order to maintain, as nearly as possible, equal representation from all Area Councils in the State.

- D. **Special Committees** may be appointed by the President whenever necessary. Such a committee will continue to exist until the assignment has been completed and the report has been made, or until the committee is dismissed by the President.

ARTICLE IV

MEMBERSHIP

A. **Regular Membership**

This is open to all members of non-profit folk dance groups and organizations associated with the Square and Folk Dance Federation of Washington.

1. **Individual Membership** is achieved by belonging to a State Federated Club and paying individual dues to the State Federation. Whenever new members are taken into the club, the information on the new members is to be sent to the Federation Membership/Insurance Chair within ten (10) days, along with the new members' Federation dues.
2. **New Club Memberships:**
 - a. A club that is qualified under Article I-F, and Article IV-A, and that has been accepted for membership in an Area Council, may be sponsored for membership in the Federation by the Council.
 - b. The application for membership shall be made on approved forms as provided by the State Federation.
 - c. The approved forms, to be completed in full and submitted to the Membership/Insurance Chair, shall consist of:
 - 1) An Application/Renewal Form that includes: Area Council Acceptance and Non-Profit Club Certification as stated in Article I, Item E of the State Federation By-laws.
 - 2) A Club Membership List Form.
 - d. Funds for each club member in the amount of State Federation dues, as established from time to time, must accompany and be submitted with the Application for Membership.
 - e. Provided that the club has met and fulfilled all requirements and conditions for membership, the Membership/Insurance Chair shall present the club's application for membership at the next regularly scheduled meeting of the State Federation.
 - f. Interim membership approval may be granted by the State Federation President if and as required.
3. **Renewal Club Memberships:**
 - a. Same requirements as IV-A-2 above except that items "a" and "b" are not required for renewal.
 - b. Renewal forms are due by May 31st.

B. Certificate of Membership

A certificate of membership, prepared by the Membership/Insurance Chair, shall be issued to each new club accepted into the State Federation.

C. Membership lists and Dues

Any Federated Club not having its membership list and dues turned in to the Membership/Insurance Chair by the end of the Federation fiscal year will automatically be deleted from the rolls of the Square and Folk Dance Federation of Washington.

D. Club/Council Dissolution

1. Upon written notification by the dissolving club's presiding officer the Area Council will be responsible to notify the State Membership/Insurance Chair, through a written document signed by an Area Council officer within 30 days of receipt of such notice.
2. Before an Area Council can dissolve, disposition of the clubs in the Council must be accounted for. When the Council decides to dissolve, the State Membership/Insurance Chair must be notified in writing by the presiding officer within 30 days of such action, along with information pertaining to the status of the clubs.

ARTICLE V

STATE DUES & INSURANCE PREMIUMS

A. Club dues:

Annual club dues of \$5.00 are due and payable by May 31st with the club renewal form.

B. Individual member dues:

Annual individual member dues are \$1.50 per person payable by May 31st with the club membership list.

C. Individual member insurance:

Annual individual member insurance premium of \$4.50 per person are payable by May 31st with the club membership list.

D. Change in Dues

Any change in Federation assessment which may affect individual and/or club dues or insurance premiums must be voted on following the procedures as listed in D 1, 2 & 3 below:

1. A majority vote of the State Council, and by subsequent validation of a majority of the voting paid-up members of the State Federation.
2. Voting to be within 40 days of the mailing of ballots, and after written notice has been sent to each club President.
3. After voting by Federated members, the club secretary shall cast one ballot with the number of votes for and against each change, and items of business that should be brought before the membership.

E. **Refund of Membership Dues**

Membership dues in the State Federation cannot be refunded.

F. **Dues Period**

For purposes of this section, the period of time covered by annual dues is from September 1st through August 31st. However, in order to get member clubs listed in the State Directory, which is assembled and printed during the summer, it is necessary that annual club dues and renewal forms be received by the State Treasurer by May 31st.

G. **New clubs**

1. **Club Dues**

A new club applying for membership after March 1st, whose application is approved by its local Area Council and later approved at the spring meeting of the State Council, shall be considered paid-up for the remainder of the current year - and for all of the following year to August 31st.

2. **Individual Member Dues**

A membership list and individual member dues are required with a new club application. These individual member dues are for the current year (not pro-rated) and will be due again in September. (See Article V-F-1)

ARTICLE VI

STATE COUNCIL MEETINGS

A. The State Council shall meet for regular meetings three (3) times a year, in the fall, winter and spring, preferably in the months of September, January and May. Exact time and place of such meetings shall be decided by the State Council after considering the various Area Councils' invitations.

B. **Special Meetings**

May be called as follows:

1. By the President, upon written notice to the State Council members at least one week in advance of the meeting date.
2. By five (5) or more State Council members, upon written notice to the other State Council members at least one week in advance of the meeting date.

C. **Quorum**

The quorum necessary for transacting business at any State meeting shall be at least 10 members of the State Council in attendance at the meeting.

D. **Parliamentary Procedure**

All meetings of the State Council shall be conducted in accordance with the current edition of ROBERT'S RULES OF ORDER-Newly Revised.

E. **Parliamentarian**

In order to have business meetings conducted in an orderly manner, following generally accepted rules of parliamentary procedure, the President should appoint a Parliamentarian whose duties are advisory and who has no vote. The Parliamentarian merely gives an opinion; the President gives the ruling. The President is not obligated to follow the advice of the Parliamentarian.

F. **Fall Meeting**

The fall meeting of the State Council is known as the Fall Conclave. It is attended by both outgoing and incoming State Council members. The first part of this meeting is conducted by the outgoing State Council members, up through the completion of old business. At this point the incoming State Council members are installed and take over their duties for the ensuing year.

G. **Meeting Cancellation/Postponement**

In the event of a need for cancellation/postponement, the decision will be made by consultation of the five elected officers.

ARTICLE VII

MOTIONS AND VOTING

- A. Although discussion may be entered into by anyone attending State Council meetings, only the State Officers & Area Council State Delegates (or their appointed alternates) are authorized to make motions and vote. Any State Council member who holds more than one position on the State Council shall have only one vote.
- B. The Chair of a Standing Committee or a Special Committee Chair can make motions that pertain to their Committee but cannot vote.
- C. Normally, the President has no vote. However, he/she *may* vote in the following situations:
 - 1. When voting is conducted using a written ballot.
 - 2. To make a tie vote, unless the vote is by ballot.
 - 3. To break a tie vote. However, in this situation he/she cannot vote twice - once to make a tie and then again to break it.

ARTICLE VIII

STATE FESTIVALS

- A. The State Federation may sponsor one State Festival each year.
- B. Bids for future Festivals are to be made in accordance with the Standing Rules.

ARTICLE IX

ELECTION OF STATE OFFICERS

- A. Officers of the State Federation shall be elected in the following manner:
 - 1. A State Nominating Committee consisting of one elected member from each Area Council shall meet with the Immediate Past President acting as chair of the committee to select a slate of prospective officers for the next year. Meetings shall be held concurrently with the regular winter meeting of the State Council. The chair of the committee normally has no vote. However, he/she may vote to break a tie vote.
 - 2. Each committee member should bring to the meeting a slate of prospective officers (not more than two (2) for each office) for whom he/she vouches that such candidates are currently members *of* a state federated club and are willing to have their names presented *for* state office. Each candidate must have had previous experience in at least three (3) of the following positions:
 - a) Club Officer
 - b) Club Committee Chair
 - c) Area Council Officer
 - d) Area Council Committee Chair
 - e) Area Council State Delegate
 - f) Area Nominating Committee Chair
 - g) State Council Committee Chair
 - 3. From the group of candidates proposed, an eliminating process will ensue by vote of the committee members. Two candidates for each office are to be placed on the ballot, each of whom must have had a majority vote of the Nominating Committee members.
 - 4. After selecting two (2) candidates for each office, the Nominating Committee Chair shall file a report of the Committee's choices with the State President no later than one week after the Nominating Committee Meeting.
 - 5. Within two weeks following the report of the Nominating Committee, the Nominating Committee Chair shall prepare and mail ballots and instructions for voting to the President of each paid-up, regular member club in the State Federation.
 - 6. After voting by federated members, the club Secretary shall cast one ballot with the number of votes for each candidate for each office. The club may propose additional candidates by writing in their names in the spaces provided. Ballots must be returned directly to the State Nominating Committee Chair, not more than 40 days from the date of mailing.

7. Ballots shall be designed to ensure that the vote will be kept secret until the ballots are opened and counted by the State Nominating Committee Chair in the presence of witnesses.
 - a. When the election results are determined, it shall be the responsibility of the Nominating Committee Chair to notify the President of the State Federation, Nominating Committee persons of each council and the Editor of FOOTNOTES, so that the results of the election may be published in the May edition of FOOTNOTES.
 - b. The Nominating Committee Chair will notify each individual candidate of the results of the election for their office.
 - c. Any candidate for State office may receive the voting results pertaining only to the office they are running for by inquiring of the Nominating Committee Chair.
- B. The newly elected officers shall be installed and take office during the Fall Conclave, and shall serve for one year, unless re-elected.
- C. Vacancies occurring among the State Officers (other than President) shall be filled by appointment by the State President. The appointee shall meet the qualifications of Article IX-A-2. The newly appointed officer shall complete the term of the officer he/she replaces.

ARTICLE X

TERM OF OFFICE

- A. There is no limitation on any State Council Officer or Committee Chair serving for more than one term of office providing he/she is duly re-elected or re-appointed, as the case may be.

ARTICLE XI

TRAVEL AND LODGING EXPENSE

- A. Reimbursement in whole or in part, covering the cost of travel and lodging expense for attending state meetings, may be approved by the State Council for State Officers, Standing and Special Committee Chairs, members of the State Nominating Committee and others as approved. The amount of such reimbursement is dependent upon the financial condition of the Federation and may vary from time to time. Members of the State Nominating Committee are authorized reimbursements for only the fall and winter State meetings inasmuch as their work is completed prior to the spring meeting.
- B. Area Council State Delegates are reimbursed for travel and lodging expense by their own Area Council.
- C. In addition to the above, reimbursement in whole or in part of travel and lodging expense for attending State meetings is also authorized to the incumbent of the following position:
 1. The State Parliamentarian
- D. There shall be no "double" reimbursement for travel and lodging for attending State meetings to married individuals or dancing partners who hold State Council positions.

ARTICLE XII

SQUARE DANCE WEEK

- A. The 3rd full week (starting on Monday) of September each year shall be proclaimed by the State President as Square Dance Week, and the Governor of the State shall be requested by the Promotion and Publicity Chair to issue a special proclamation to this effect.

ARTICLE XIII

CONFLICT OF INTEREST POLICY

- A. The Board of Trustees of the State Council passed a Conflict of Interest policy on May 12, 2012. This policy may be modified from time to time as circumstances dictate.
- B. The Corresponding Secretary of the State Federation is responsible for seeing that the affidavits described in Article VI of the Conflict of Interest Policy are properly signed and stored.
- C. These affidavits shall be signed at the Fall Conclave Meeting each year by the incoming Board - Officers, Committee Chairs and Area Delegates - who have voting privileges.

ARTICLE XIV

AMENDMENTS

- A. These by-laws may be amended or replaced by new by-laws, by a majority vote of the State Council, and by subsequent validation by two-thirds of the voting paid-up member clubs of the State Federation.
 - 1. Voting to be within 40 days of the mailing of ballots, and after written notice has been sent to each club President.
 - 2. After voting by federated club members, the club secretary shall cast one ballot with the number of votes for and against each individual by-law change, and items of any other State business that should be brought before the membership.
- B. Proposed changes to the by-laws, when mailed to federated members via their clubs for their approval, shall be accompanied by an explanation as to why the changes are being proposed.

Ellen Ostrum
Corresponding Secretary
2014 – 2015

Approved on September 19, 2015

President