

**By-Laws
of the
Houston Square & Round Dance Council, Inc.**

ARTICLE I

The name of the corporation is HOUSTON SQUARE AND ROUND DANCE COUNCIL, INC. The official address of this corporation, hereinafter referred to as the Council, shall be the address of the current President. For Financial matters the address of record shall be the address of the current Treasurer.

ARTICLE II

The Council shall be a non-profit corporation.

ARTICLE III

The Council shall be affiliated with the Texas State Federation of Square and Round Dancers, aka TSFSRD.

ARTICLE IV

The period of duration is perpetual.

ARTICLE V

The fiscal year of this Council shall be from January 1 through December 31 of each year, and all records shall be adapted to a cash basis accounting method.

ARTICLE VI

The Council does not discriminate because of race, sex, religion or national origin.

ARTICLE VII

The aims and purposes of this Council shall be:

1. To educate members and the public in the art of American Folk Dancing, including, but not limited to, square and round dancing, clogging, and contra on a regular basis.
2. To encourage and perpetuate American Folk Dancing through formation of associations or alliances of regularly constituted clubs.
3. To engage in all other activities allowed a non-profit corporation to effect operation of this organization.

ARTICLE VIII

EXECUTIVE BOARD. The Executive Board of the Council shall consist of five (5) members: President, First Vice President, Second Vice President, Treasurer and Secretary.

The Executive Board:

1. Shall prepare and submit a budget for Council approval at the regular fourth quarterly meeting. Changes in the budget will be submitted to the Council during the fiscal year as the need arises.
2. Shall manage the business affairs of the Council.
3. Shall select an auditor for the Council books.

ARTICLE IX

ELECTIONS, TERMS OF OFFICE, REMOVALS AND VACANCIES:

1. An elected officer shall be a member (member defined as a couple or individual) in good standing and maintain such membership with a Council member organization.
2. In case of multiple memberships, no member organization may be represented more than twice by the combined board.
3. Elected officers shall be elected for a term of one (1) year beginning January 1, at the regular third quarterly meeting.
4. Elected officers shall have held an elected office in a member organization or served as a District Director.

5. Elected officers, after being found in violation of Council By-Laws or Rules of Order, may be removed by a two-thirds vote of the voting delegates present at a regular meeting.
6. Any Council elected office that should become vacated, by reason or resignation or otherwise, shall be filled by a majority vote of the Executive Board and ratified by the majority of the voting delegates present at the next regular Council meeting.
7. Any elected office may be filled by an individual or couple.

ARTICLE X

The Treasurer is authorized to sign checks for amounts up through \$200.00 by himself for the purpose of paying bills for the Council. Any amounts in excess of \$200.00 require the signature of the Treasurer and President.

ARTICLE XI

DUTIES:

The President shall:

1. Preside as Chairman of the annual Hoe-Down.
2. Be responsible for the operation of all Council business from local to TSFSRD affairs.
3. Preside at all Council meetings.
4. Be a member of all committees except the Nominating Committee.
5. Appoint an alternate delegate to the TSFSRD if necessary.

The First Vice President shall:

1. Assist the President as Assistant Chairman in the operation of the Hoe-Down.
2. Assist the President in Council and TSFSRD business.
3. Preside at Council meetings in the absence of the President.
4. Be a delegate and attend meetings of the TSFSRD.
5. Perform other duties as delegated by the President.

The Second Vice President shall:

1. Serve as Chairman of the New Dancers' Jamboree.
2. Coordinate attendance of Council officers at graduations and anniversaries of member organizations.
3. Assist in Council activities.
4. Preside at Council meetings in the absence of the President and First Vice President.
5. Be a delegate and attend meetings of the TSFSRD.
6. Perform other duties as delegated by the President.

The Treasurer shall:

1. Be responsible for keeping an accurate record and account of the financial condition of all Council funds.
2. Have all records available for inspection at all reasonable times.
3. Submit financial reports of all Council funds at all regular meetings.
4. Have all books and accounts of the Council audited within sixty (60) days after the close of the fiscal year. Submit the report of the auditor to the Executive Board for presentation at the next regular Council meeting.
5. Have, at the end of his/her term, all books, records, accounts, and any other property in his/her possession, turned over to the new Treasurer.

The Secretary shall:

1. Keep the minutes of all Council meetings and Executive Board meetings.
2. Prepare copies of minutes of all regular or called Council meetings within twenty-one(21) days following the meeting for the Executive Board and for general distribution by the next regular meeting.
3. At the directive of the Executive Board, notify member organizations when and why they cease to be a member.
4. Perform other duties as delegated by the President.

ARTICLE XII

SALARIES: No office or individual of this Council shall receive a salary. The Executive Board, Trustees, and/or any individual shall be entitled to reimbursement for expenses incident to the handling of the affairs of the Council. Reimbursement for expenses shall be the responsibility of the voting delegates.

ARTICLE XIII

MEETINGS:

1. The Council shall hold four (4) regular meetings each fiscal year with one (1) meeting in each quarter.
2. The regular meeting in the third quarter shall be in July, with one of its purposes being the election of Council Elected Officers and District Directors.
3. Additional called meetings shall be held whenever deemed necessary by the Executive Board or when requested of the Executive Board by at least four (4) District Directors.

4. Notice of meetings shall be made via electronic or U.S. Mail by the Council Secretary to all Council Elected Officers, Appointed Directors, District Directors and to the President of each Council member organization and published in the Council newsletter no less than ten (10) days prior to such meeting.

ARTICLE XIV

NOMINATING MEETING:

1. The Nominating Committee shall consist of all District Directors. The Chairman shall be selected by the District Directors.
2. The Nominating Committee shall meet at least thirty (30) days prior to the regular third quarterly meeting to develop a slate of candidates to run for each office. The committee will determine that nominees have the necessary qualifications in accordance with Article IX, Sections 1, 2 and 7, and are willing to devote the required time to fulfill the duties if elected.
3. The committee shall submit to the membership at the regular third quarterly meeting a slate of one or more candidates for each office.

ARTICLE XV

VOTING:

1. Each Council Elected Officer, District Director, and club delegate shall be entitled one (1) vote for each person.
2. Each membership organization and the Past Presidents' Committee shall be represented at all regular and called Council meetings by four (4) duly appointed or elected delegates.
3. All elected officers, District Directors, and Delegates may represent only one (1) office or member organization.
4. One-third (1/3) of eligible Council member clubs must be present to constitute a quorum for transaction of business. A majority of those voting members present shall govern the course of all motions.

ARTICLE XVI

The Council shall be conducted on a representative basis and parliamentary procedure shall be followed. The Robert's Rules of Order, as revised, shall prevail in all cases to which they are applicable.

ARTICLE XVII

The membership of the Council shall consist of organizations that teach the art of American Folk Dancing, including square and round dancing, clogging and contra on a regular basis, to those who desire to participate in the functions of the Council, and file with the Secretary of the Council a request for representation therein.

ARTICLE XVIII

APPLICATION FOR MEMBERSHIP:

1. Each organization must have a minimum of twenty-four (24) members to apply for membership with the exception of clogging organizations who has shown to be established and viable, regardless of number of membership.
2. Each organization must submit a completed application, a roster of members containing names, addresses, and telephone numbers and a brief history of the applying organization,
3. Payment covering initiation fee and dues must accompany the completed application.
4. It shall be mandatory for member clubs to carry insurance with the Council insurer or provide to the Council a certificate of Liability Insurance at least equal to the amount of insurance carried by the Council.
5. Council Member Clubs paying yearly insurance premiums for their club members will submit a list of Dues Paying & Lifetime Members only, along with payment of premium for these members.
6. Each organization must hold open dances not less than twice a month during seven (7) months of each year.
7. Each organization must agree to cancel their dance when in conflict with the Council Hoe-Down.
8. Application for membership will be accepted at one regular meeting for vote at the next regular meeting. Organization representatives must attend both meetings.
9. Each organization must be visited by two (2) different office holders of the Executive Board before vote is taken by the Council for membership.
10. Non-compliance with the By-Laws or Rules of Order shall constitute reason for removal from membership with right of appeal to the Executive Board within thirty (30) days of written notification of removal.

ARTICLE XIX

The Council and/or members shall not condone the use of alcoholic beverages, either at or immediately prior to any Council or affiliated member dance.

ARTICLE XX

COMMERCIALIZATION: The Council or any member organization shall not enter into any agreement or commitment which involves the Council directly or indirectly in the sponsorship or approval of any enterprise or activity which tends to commercialize American Folk Dancing. The Council or any member organization shall also refrain from conducting, sponsoring or approving any form of competitive American Folk Dancing activity.

ARTICLE XXI

DISPOSITION OF ASSETS UPON DISSOLUTION: In the event of liquidation, dissolution or winding up of the Council, whether voluntarily or involuntary, the Executive Board, at such time, shall appoint three (3) Trustees to dispose of the property and assets of the Council, together with all undistributed income earned thereon, after payment, satisfaction and discharge of all liabilities and obligations of the Council, or the making of adequate provision therefore, in such a manner as they, in the exercise of their absolute discretion, and by a majority vote, shall determine, provided, however, that such disposition shall be exclusively in the furtherance of the objectives and purposes on which the Council is formed, and the property and the assets of the Council shall not accrue to the benefit of any Trustee or member of the Council or any individual; having a personal or private interest in the affairs of the Council is precluded from engaging.

ARTICLE XXII

AMENDMENT TO BY-LAWS: These By-Laws may be amended at any regular meeting of the Council by two-thirds (2/3) vote of the attending delegates, provided that the amendment has been submitted in writing and announced at the previous regular meeting.