

**CONSTITUTION AND BY-LAWS**  
**SUSQUEHANNA VALLEY SQUARE AND ROUND DANCE ASSOCIATION**

**ARTICLE I**  
**NAME OF ORGANIZATION**

The name of the organization shall be the Susquehanna Valley Square and Round Dance Association Incorporated, also known as S. V. S. & R. D. A., Inc. Incorporation Entity Number 941712.

**ARTICLE II**  
**PURPOSE OF ORGANIZATION**

1. To promote western square and round dancing as a hobby.
2. To provide a communication center for all clubs belonging to the Association.
3. To inform all clubs in the association of the activities and special dances of all clubs belonging to the Association.
4. To promote better relations between clubs.
5. To encourage all clubs to start a beginners' class each year.
6. To assist, when requested, in the solution of any problems that any club may be having, and to aid any club having a need of assistance in club activities

**ARTICLE III**  
**OFFICERS**

The officers of the Susquehanna Valley Square and Round Dance Association shall consist of a President, a Vice President, a Recording Secretary, Treasurer, an Assistant Treasurer, and a Chaplain.

**SECTION 1 — DUTIES OF ASSOCIATION OFFICERS**

**PRESIDENT**

The President shall supervise all affairs of the Association. That person shall have the power to fill all vacancies and shall keep his Vice President well-informed on all actions and activities of the Association.

**VICE PRESIDENT**

The Vice President shall aid the President in supervising the affairs of the Association and assume responsibility for coordinating the visitation program. If the office of President becomes vacant for any reason, the Vice President shall serve the unexpired term of the President.

**RECORDING SECRETARY**

The Recording Secretary shall keep all records and have custody of all books and papers containing the history of the Association. That person shall take minutes at all meetings. These minutes will be approved by the President before being disseminated to members. The Recording Secretary shall receive and answer all correspondence concerning the Association. The Recording Secretary shall inform members of upcoming meetings.

**TREASURER**

1. The Treasurer shall have charge of all funds and securities of the Association. All funds and securities concerning the Association shall be mailed directly to the Treasurer. An audit will be performed annually by an independent auditor.
2. The Treasurer shall have an itemized report for all members of the Board of Directors and all Association Officers at the Annual Meeting, and keep the President and Vice President informed of any transaction over \$100.00.
3. The Fiscal Year shall be May 1 through April 30.

**ASSISTANT TREASURER**

The Assistant Treasurer shall aid the Treasurer in carrying out his/her duties.

**CHAPLAIN**

The Chaplain shall be recognized as an officer and shall act on behalf of the Association. The Chaplain shall offer services to all clubs belonging to the Association any time a word of prayer or invocation is needed.

**ASSOCIATION OFFICERS**

It shall be the duty of all Association Officers (when visiting the clubs) to introduce themselves to the club President and ask if the Association can be of any help to that particular club. All information shall be confidential and taken to the President of the Association.

**SECTION 2 — TERM OF OFFICERS**

1. Each officer shall be elected for a two-year term.
2. The President and the Vice President shall be elected in odd numbered years. The Treasurers, the Chaplain and the Recording Secretary shall be elected in even numbered years.

3. The President and Vice President may serve only two (2) terms in succession in the same office.
4. No person may be elected for an office of the Association until that person has been a member in good standing of a club belonging to the Association for a period of no less than one (1) year.

#### **ARTICLE IV GOVERNMENT**

1. The President(s) of each club or a delegate appointed by each club shall serve as a member of the Board of Directors for the Association. They shall make the final decision on all matters brought up at any Association meeting. They shall answer all correspondence requested by the President of the Association.
2. Each club shall have its President(s) or representative(s) present at all meetings.
3. Each club shall be entitled to a maximum of two votes on any matter. No representative shall have more than one vote nor represent more than one club. Vote by paddle may be requested by the President.
4. All Association officers shall be elected at the annual meeting.
5. The newly elected officers shall take office June 1 of the year elected.
6. The President shall appoint a Nominating Committee (and name a chairmen) of not less than three (3) clubs. The purpose of this committee is to present a slate of candidates to fill the vacant offices. Other nominations for these offices may be made from the floor. Member(s) nominated must have agreed prior to their name having been presented.
7. The Recording Secretary shall have a list of each club's officers and appointed delegates to serve as a Board of Directors by September 1 of each year. The list shall include the names, address, phone number and email address of these persons. Changes must be submitted immediately.
8. All officers and Board of Directors shall have a copy of these by-laws to be handed down when leaving office.
9. A quorum shall be considered to be the number of persons present at any meeting.
10. An amendment to these by-laws must be made before any other offices are created.

#### **ARTICLE V MEMBERSHIP**

1. There shall be no limit on the number of clubs which may join the Association.
2. No club may join the Association except by filing an application with the Recording Secretary, who shall present the application to the Association President. This application must be voted on by the Board of Directors and approved by a 2/3 vote. If a new club is approved, the Recording Secretary shall mail the club a copy of these by-laws, visitation rules, and any other data needed by that club. At this time, the Recording Secretary shall request the joining club to mail dues for the balance of the year in which they joined the Association to the Treasurer.
3. Any club in arrears of dues for three months and having been sent notice by the Treasurer and a written request for such dues by the Recording Secretary shall no longer be considered a member of the Association.
4. Membership dues shall be set at fifteen (15) dollars per club per year, if paid at the annual meeting. Thirty days after the annual meeting, dues shall be twenty-five (25) dollars per club per year.
5. An amendment must be made to these by-laws in order to raise dues of the Association.

#### **ARTICLE VI MEETINGS**

##### **SECTION 1 — ORDER OF BUSINESS**

1. Order of Business
2. Prayer by Chaplain
3. Roll call of officers and clubs
4. Approval of distributed minutes
5. Treasurer's Report
6. Correspondence Report
7. Reports of Committees
8. Old Business
9. New Business
10. Nomination and election of officers (annual meeting only)
11. Good of the Association
12. Adjournment

##### **SECTION 2 — THE ANNUAL MEETING AND PRESIDENTS' BALL**

1. The annual Presidents' Ball and dinner meeting with election of officers shall be held the last Sunday of April each year. This date may be changed, if necessary, by vote of the Board of Directors.
2. At this meeting, the Board of Directors shall decide which club sponsors the annual dinner meeting two (2) years in advance.
3. Dinner arrangements and price of the dinner shall be established by the club sponsoring this meeting or the Board of Directors if they are sponsoring the meeting, no later than January 15 of each year.

4. Each club shall be responsible for a representative to attend this dinner-dance meeting and shall pay the price of the dinner and dance to the club sponsoring the dance by April 1 of each year.
5. The cost of the Association officers' dinners and dance fees shall be taken from the Association's treasury.
6. Eighty percent of the total profit, including 50-50 and raffle, of the Presidents' Ball will be retained by the sponsoring club(s).

### **SECTION 3 — OTHER MEETINGS**

Special meetings may be ordered by the President or Board of Directors at any time providing a letter of notification of such meeting is sent to all clubs and Association officers, by the Recording Secretary, fifteen (15) calendar days before the date of the meeting. The notification must also state the reason for calling the meeting.

## **ARTICLE VII VISITATION PROGRAM**

1. Visitation Year - The period during which countable visits can be made is from (and including) May 1<sup>st</sup> to March 31<sup>st</sup>. To be counted all visitation cards must have reached the Association no later than two weeks prior to the President' Ball.
2. Clubs Eligible to be visited - Every SVS & RDA member club that contributes \$30.00 to the visitations pool (either at the President's Ball or no later than May 20th) is eligible. Visits to clubs that did not contribute do not count. No contributions will be accepted after May 20th. The Association may add funds to the visitation pool if they choose to do so but this is not required.
3. List of Participating Clubs – As soon as possible or at the latest by June 1st the Association will provide each club's representative with the list of clubs that contributed. No other clubs will be eligible during that visitation year.
4. Eligible Visiting Clubs - Every SVS & RDA member club is eligible to visit and to share proportionately in the visitation pool. (See definition of "Pool Sharing")
5. Eligible Dances - It is assumed a club's "regularly scheduled dances" are eligible to be visited. Higher level square and round dance clubs may, at their discretion, hold "open houses" to accommodate visitors. Also, it is entirely and unarguable the host club's decision whether or not a "Special Dance" can be visited. This must have been resolved before the visiting club's arrival.
6. Notifying the Host Club - As a courtesy, the club to be visited must be notified several days in advance that a visit is planned and how many dancers to expect.
7. Ineligible Dances - Any Caller's Association or SVS & RDA sponsored dances (such as the President's Ball, Graduation Ball, Sunshine Dance, etc.) are automatically ineligible, regardless of their being hosted by a specific club.
8. Eligible Visitors - Dancers eligible to represent a club are its current and former members. Also eligible are its current new members, if the visit is to a class level dance. In every case, the dancer must wear the visiting club's regular or class badge, and must sign in as representing the visiting club.
9. Free Passes - A visitor, to be counted, must pay the full admission fee. Dancers using free passes are not counted.
10. Dual Memberships - If a dancer belongs to both the club doing the visiting and the club being visited, the dancer must pay the full admission fee to be counted as a visitor.
11. Countable Visits: Clubs are encouraged to visit as often as they like. If a club has made all but two or fewer visits in a round, it may begin a new round of visits, but the visits in any new round will be credited only after the previous round was completed in its entirety. There is no limit to the number of consecutive full rounds that may be completed. Excess visits cannot be carried over to another year. (A round consists of visits to all clubs participating in the visitation program for that dance year.)
12. Pool Sharing - Visits made will share equally in the pool. In April, the total visits made by all clubs before April 1st will be calculated, and the pool will be divided by the number of visits, to determine the "value" of each visit. The minimum number of dancers for a "visit" is a full square of 8 dancers. Less than a full square (4-7 dancers) will count as one-half visit for calculating shared monies.
13. Plaque Winners – Most Visitors Plaque - the club with the highest total number of dancers (visitors) visiting other clubs will hold the Most Visitors Plaque until the next President's Ball. Ties will share recognition and the Most Visitors Plaque. Most Visits Plaque – the club with highest total number of visits to other clubs will hold the Most Visits Plaque. Ties will share recognition and the Most Visits Plaque.
14. Friendship Dangles – Dancers who participate in five or more visits for one club during the visitation year will receive a Friendship Dangle, provided by the Association.

## **ARTICLE VIII AMENDMENTS**

1. These by-laws may be amended at any meeting by a 2/3 vote of the Board of Directors attending the meeting. Notification of the meeting date and the proposed amendments or revisions must be sent to all clubs belonging to the Association no fewer than fifteen (15) calendar days prior to such meeting.
2. These by-laws were revised and adopted at the spring meeting of the Association on April 30, 2017.  
(Clarifications and updates to the visitation policy and elimination of reference to Corresponding Secretary)