

**CONSTITUTION AND BY-LAWS OF THE 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

SECTION 1—OFFICERS

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

SECTION 2—DUTIES OF 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. 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.

CORRESPONDING SECRETARY

1. The Corresponding Secretary shall receive and answer all correspondence concerning the Association. That person shall keep the Recording Secretary informed of all correspondence.
2. The Corresponding Secretary shall be responsible for the printing of the Association newsletter.

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.
2. The Treasurer shall have an itemized report for all members of the Board of Directors and all Association Officers at the Annual Meeting.

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 3—TERM OF OFFICERS

1. Each officer shall be elected for a two-year term.
2. The President and the Treasurer shall be elected in odd numbered years. The Vice President and 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 of each club or a delegate appointed by each club shall serve as a 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 or a representative present at the annual meeting and all special 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.
4. All 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 committee of not less than three (3) couples nor more than five (5) couples by February 1 of each year. 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.
7. The Corresponding 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, addresses and phone numbers of these persons. Any change 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 officer(s) may be appointed or elected.

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 Corresponding Secretary, who shall present the application to the 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 Corresponding Secretary shall mail the club a copy of these by-laws, banner rules, and any other data needed by that club. At this time, the Corresponding 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 had been sent notice by the Treasurer and a written request for such dues by the Corresponding Secretary shall no longer be considered a member of the Association. They shall no longer receive the monthly bulletin.
 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.
 6. Social members shall be defined as those members who operate a dance hall as a place of business. They have no officers and therefore shall have no voice in any matter brought up at a meeting. They have no vote in any election.
 7. Social members' dues shall be double the amount of dues that the individual clubs pay in exchange for the advertising and publicity they receive in the monthly bulletin.

ARTICLE VI

MEETINGS

SECTION 1—ORDER OF BUSINESS

1. Order of Business
2. Prayer by Chaplain
3. Roll call of officers and clubs
4. Reading of 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

1. The annual dinner meeting and election of officers shall be held the last Sunday in April of each year.
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 and the officers of the Association no later than January 15 of each year.
4. The Board of Directors shall be notified of place and price of dinner and dance no later than March 1 of each year.
5. 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.
6. The cost of the Association officers' dinners and dance fees shall be taken from the Association's treasury.

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 mailed to all clubs and Association officers fifteen (15) calendar days before the date of the meeting. The notification must also state the reason for calling the meeting.

ARTICLE VII

NEWSLETTER

1. All material for the Newsletter must reach the Corresponding Secretary by the first day of the month. Each club is responsible for mailing the club news to the Corresponding Secretary.
2. Newsletters must be mailed by the fifteenth day of each month. (Example: Copy for the June Newsletter must reach the Corresponding Secretary no later than May 1st.)
3. Each club shall receive two (2) free copies of the Newsletter each month. To any individual wanting to receive a copy of the Newsletter each month, the cost will be determined by the executive board, check made payable to S.V.S. & R.D.A. mailed to Corresponding Secretary with the subscriber's name and address.
4. Each clubs shall be responsible for displaying the bulletin in order to keep its membership informed.

ARTICLE VIII

BANNER

1. The club having possession of the Association banner may keep it for no more than thirty (30) days.
2. The club having possession of this banner shall display it all regular, open, and special dances.
3. This banner may be captured at any regular, open, or special dance by any visiting club belonging to the Association with the largest number of members present. In case of a tie, the banner is awarded to the club belonging to the Association traveling the greatest distance to the dance.
4. Members belonging to more than one club may register only under the name of one club to capture the banner.
5. If the banner is not captured within thirty calendar days, the club having possession of the banner shall take one square and deliver the banner to a club of their choice that belongs to the Association.
6. Whether the banner is captured or delivered, this news must be reported to the Corresponding Secretary immediately. This news must appear in each month's bulletin.
7. The Association banner shall appear at all association meetings and dances.

ARTICLE IX

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 mailed 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 annual meeting of the Association on April 26, 1987.