

PRACTICES AND PROCEDURES of the Tualatin Valley Council of Square Dancers, Inc.

1. INTRODUCTION

This document outlines the normal practices & procedures of the Tualatin Valley Council of Square Dance Clubs (TVC), one of the councils of the Oregon Federation of Square and Round Dance Clubs (the Federation). This document is intended to be a guideline to describe how things are usually done, not necessarily how things **MUST** be done.

2. MEMBERS

For information regarding membership in the TVC, see the CONSTITUTION of the Tualatin Valley Council of Square Dancers, Inc., Article 3.

3. MEETINGS

The TVC meets on the 4th Monday of every month, except for December. Regular TVC meetings are held at the Old Spaghetti Factory, 18925 NW Tanasbourne Ave, (503) 617-7614. The meeting starts at 7:00 PM; officers, delegates and guests are invited to arrive at 6:00 for food and fellowship.

The January meeting is traditionally a "President's Potluck." A potluck supper is held at 6:30, with the meeting at 7:30. All past presidents of the TVC, and all current club presidents and vice-presidents are invited to join us at the President's Potluck and see how the TVC conducts business. It is at this meeting where the TVC President presents the TVC Recognition Award. This meeting is held at the IOOF Hall in Hillsboro.

Any square dancer within the Tri-Council area (Tualatin Valley Council, Portland Area Council and Evergreen Council) is welcome to attend regular TVC Council meetings as a guest. Guests are asked to sign the register, so that we have a record of your attendance. Guests may not vote, but are welcome to speak on any topic, at the discretion of the chairman.

The meeting agenda is set by the President, but will usually consist of:

- Call to order
- Correction and/or acceptance of minutes
- Officer reports

- Special committee reports
- Old business
- New business
- Delegate reports
- Good of the order announcements
- Adjournment

In addition, "visiting dignitaries" are offered a courtesy position on the agenda, if they are present at the meeting. This includes the OFN Editor, a Delegate from the PAC, and a Delegate from Evergreen Council.

4. VOTING

For information regarding voting procedures see the CONSTITUTION of the Tualatin Valley Council of Square Dancers, Inc., Articles 5 and 7, and the BY-LAWS of the Tualatin Valley Council of Square Dancers, Inc., Articles 7 and 9.

5. TVC DANCE CALLERS AND CUERS

Unless otherwise approved by the Council, the Caller and Cuer hired for a TVC Dance will be the only caller and cuer at that dance. Callers and Cuers will not be invited from the floor.

The TVC will utilize both local Club Callers and Cuers as well as Callers and Cuers from outside the local area. Except in unusual circumstances approve by the Council, no Caller or Cuer will be hired for more than one TVC Dance during any calendar year.

6. OFFICER DUTIES

For information regarding Officer's duties, see the BY-LAWS of the Tualatin Valley Council of Square Dancers, Inc., Article 1.

7. APPOINTED OFFICER DUTIES

Caller Advisor

The Caller Advisor is expected to:

- Report on items in the world of calling that are of particular interest to the square dance community
- Report on the activities of Callerlab
- Report on the activities of local caller associations
- Work with Vice President in identifying callers for TVC dances and demo events.

Cuer Advisor

The Cuer Advisor is expected to:

- Report on items from the world of cuing that are of particular interest to the square/round dance community
- Report on the activities of ROUNDALAB and ORDTA
- Report on the activities of any local cuer associations
- Work with Vice President in identifying cuers for TVC dances and demo events

OFN Area Editor

The OFN Area Editor is expected to:

- Solicit club reports from each of the TVC clubs, gather them together, and ship them to the OFN Editor
- Be cognizant of the current OFN deadlines
- Remind those clubs whose reports are delinquent
- Edit and maintain TVC Officer information on the OFSRDC website
- Enter special dance information and flyers on the OFSRDC website
- Assist the Webmaster by providing TVC meeting information and meeting dates

Parliamentarian

The Parliamentarian is expected to:

- Be knowledgeable of Robert's Rules of Order
- Answer questions and resolve conflicts in meeting procedures

Sunshine

The Sunshine position is expected to:

- Provide cards to the members of the TVC for an illness or death in the immediate family
- Record cost of supplies and coordinate with the TVC Treasurer for reimbursement

Webmaster

The Webmaster is expected to:

- Maintain the TVC Website in a timely manner.
- Enlist the assistance of elected or appointed officers to provide information necessary to achieve the above.

Historian

This position is currently inactive.

Hospitality

This position is currently inactive.

Public Relations

This position is currently inactive.

Telephone

This position is currently inactive.

8. SPECIAL COMMITTEES

Financial Committee

The Financial Committee is expected to:

- Audit the books maintained by the TVC Treasurer

9. COURTESY POSITIONS

- Oregon Federation News Editor
- Delegate from the Portland Area Council
- Delegate from the Evergreen Council

10. CLUB DELEGATES

The club delegates are the most important part of the TVC. Although the officers make sure the meetings run smoothly and handle TVC dances, it is the delegates who represent the direct link to the clubs that make up the council.

For information regarding Club Delegates' responsibilities, see the Delegates Introduction to TVC document.

11. ANNUAL CALENDAR

Here are the key items that need to be handled in the typical year:

May

- New officers installed (except for state delegate)
- Incoming president presents new budget for approval

June

- Start preparing TVC directory (Vice President)
- Prepare new mail/email distribution list

July

August

- Distribution of completed TVC directory

September

- New State Delegate takes office
- State Delegate distributes insurance documents

October

- Insurance documents due back at TVC meeting

November

- President appoints nominating committee

December

January

- President's Potluck, 4th Monday
- Presentation of TVC Recognition Award
- Officer nominations requested

February

- Officer nominations requested

March

- Election of new officers
- State Delegate distributes membership information

April

- Membership information due back at TVC meeting
- Incoming officers gather for planning meeting

12. RECORDS RETENTION SCHEDULE

In order to alleviate the accumulation of massive amounts of paper and computer media storage, the TVC has adopted a schedule outlining the following time periods for which various kinds of records should be retained.

Officer	Type of Data	Retention Period
President	General Business	2 Years
Vice President	General Business TVC Dance Planning Material	2 Years As Needed
Secretary	Minutes General Business Correspondence	Indefinitely 2 Years 7 Years
Treasurer	General Business Government Forms	7 Years Indefinitely
Past President	Nomination Forms and Ballots	Until Motion to Destroy