

TUALATIN VALLEY COUNCIL OF SQUARE DANCERS, INC



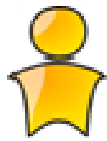
Delegates Introduction To TVC

Revised March 31, 2017

Welcome:

We want to welcome you and thank you for your willingness to help promote Square and Round Dancing in your community by serving as a delegate to the Tualatin Valley Council (TVC). This is a great opportunity for you and will be a great service to your club as well as to the TVC.

Here are a few things you should know to help you better serve your club and the TVC. If you have any questions, please feel free to ask any of your fellow delegates or any of the TVC officers. A TVC Directory, listing all officers with their contact information, will be published as soon as feasible after the start of the fiscal year, June 1 through May 31.



TVC Mission Statement:

Drawn together by our love of dance and social interaction, the mission of the Tualatin Valley Council (TVC) is to encourage and support the growth and sustainability of the square and round dance communities within the TVC's geographic area.

Believing that dance and human contact is essential to a healthy society, TVC strives to live out this mission by:

- Supporting the efforts of member clubs;
- Providing a forum for discussion, idea sharing and problem solving;
- Presenting fun and lively dance experiences;
- Educating the general public about the health and social benefits of dancing.
- Communicating information from the State Federation of Square and Round Dance Clubs to the dancers in the TVC area.



How is TVC Organized:

TVC is a non-profit Oregon corporation, organized for the benefit of member clubs. TVC is one of several "Areas" composing the Oregon Federation of Square and Round Dance Clubs (the Federation). TVC is composed of two club delegates from each member club and an executive board consisting of a president, vice president, secretary, treasurer, immediate past president, area delegate and two alternate area delegates. Only club delegates and executive board members may vote.

In addition to the club delegates and executive board, the council consists of non-voting members including appointed officers, standing committee chairpersons and other interested individuals.

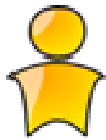
- The TVC President presides over all TVC meetings and TVC Dances, appoints committee chairpersons and appointed officers.
- The TVC Vice President is responsible for physical arrangements for Council dances and meetings as well as presiding over TVC meetings in the President's absence.
- The TVC Secretary keeps a permanent written record of all proceedings and meetings of the council, prepares and mails all announcements, minutes, communications

and general correspondence to appropriate people.

- The TVC Treasurer collects funds payable to the council, writes checks for amounts owed by the council and prepares and presents appropriate financial reports to the council. The Treasurer prepares and signs Caller, Cues and Hall contracts for TVC Dances. The Treasurer also files appropriate financial reports to the IRS and other agencies.
- The Immediate Past President provides advice and assistance to the current President and chairs the Nominating Committee.
- The Area Delegate and Alternate Area Delegates attend meetings of the Federation and act as liaison between the TVC and the Federation.

Membership in the TVC as of March 31 2017, includes twelve clubs. The clubs cover the western part of the Metropolitan Portland, from the Willamette River in downtown Portland westward to the Coast and includes two clubs in Southwestern Washington:

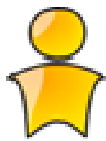
- Columbia River Dancers (a Washington Club)
- Eager Beavers (a Plus Club)
- Hayshakers
- Hoedowners
- Mix n Mingle (a Plus Club)
- R Square D (a Washington Club)
- Sunset Promenaders
- Toe Draggers
- Tri-Squares
- Tualatin Timber Squares
- Valley Squares
- Wave Steppers



What are the TVC sponsored dances?

TVC puts on four to six special dances per year. There are two major purposes of the TVC dances: (1) To bring TVC clubs together in a social situation; and (2) To raise revenue for TVC, thereby supporting member clubs. TVC Dances are generally held on a 5th Saturday of the month when the majority of clubs are inactive. In addition, standard TVC Dances that have taken place every year are the Hahn Barn Dance and the New Year's Eve Dance.

Every year the *Tri-Council Dance* is held; the Tri-Council is comprised of TVC, the Portland Area Council (PAC) and Evergreen Council. The Councils take turns hosting the *Tri-Council Dance*.



When and Where does the TVC meet?

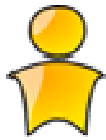
Meetings are held on the 4th Mondays of each month except December. Occasionally meetings will be cancelled or the date, time and/or location changed at the discretion of the executive board, in which case you will be given as much advance notice as is feasible under

the circumstances.

TVC is currently meeting at the Old Spaghetti Factory, 18925 NW Tanasbourne Drive, Hillsboro, OR 97124. Our meetings begin at 7:00 PM but the room is available at 5:45. You are welcome to join us between 5:45 and 7:00 for a no-host dinner prior to the meeting.

A special TVC meeting is held in January in place of our regular monthly meeting. This meeting is publicized as "The Presidents' Meeting & Potluck." All TVC club members are invited to attend but especially all current and past club presidents. The purpose of this meeting is to:

- Honor current and past club presidents;
- Stimulate an interest in club members to serve on the TVC;
- Award the annual "TVC Recognition Award" to a recipient selected by the TVC President.

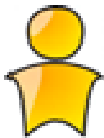


What are MY responsibilities?

Each club delegate is expected to:

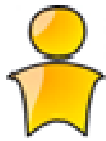
- Represent your club to the TVC by:
 - Reporting to the TVC regarding your club's activities, accomplishments, challenges and other interesting facts. There are two ways to report to the TVC:
 - You are asked to send a monthly email report to the TVC Secretary no later than the Wednesday prior to the monthly TVC Meeting. This report is in addition to and separate from the monthly report your club reporter sends for publishing in the OFN.
 - One of the two club delegates will be asked to read this report at the TVC Meeting and the report will be included as part of the TVC Meeting minutes.
 - Distributing and picking up flyers and other materials in the clubs' folders:
 - At each TVC Meeting, there will be a set of folders in a designated location, one for each TVC club;
 - You are free to distribute your club's flyers, announcements, ideas and other materials to your fellow clubs by placing them in these folders;
 - After the meeting, you are expected to pick up all materials that have been placed in your club's folder and take them back to your club. Flyers should be displayed on your club's bulletin board. Material requiring board action should be presented to your club's board.
 - Reporting to your club regarding the issues, decisions, questions and advice presented at the TVC meetings.
 - Generally, this will be in the form of a verbal report at your club's monthly board meeting;
 - On occasion, information will be emailed to you and you will be asked to forward that information to your club's membership.
 - Voting on issues presented in the course of TVC Meetings.
 - NOTE: Each club is allowed two club delegates and thus each club is given two votes.
 - Delegates may only vote in person unless a provision for proxy votes or absentee votes has been announced as permitted on specific issues.
 - A delegate substitute will be permitted to vote in your absence if written permission from your Club President is accepted by a TVC executive

- board member.
 - Following up on action items assigned to you at the TVC Meeting. Meeting minutes will be distributed by email following each TVC Meeting. Review the minutes as a reminder of any action that you are expected to complete.
- Ensure that your club's information is correct on all publications by:
 - Reviewing and approving your club's information in the TVC's directory.
 - NOTE: The TVC Vice President will usually distribute a mock-up of the directory at a TVC Meeting in June, July, or August. This is your chance to make changes before the directory is published.
 - Making sure that your club's information is correct in the Federation's State Directory.
 - NOTE: The information in the State Directory is taken from the Club Info Form in the Membership Forms section of the Federation's website. This information must be updated at least annually after new officers have been installed. Other information must be updated as change occurs, such as the location of your dances or time and days of your dances;
 - Periodically reviewing your club's report "Header" in the TVC Meeting Minutes and notify the TVC Secretary of any necessary changes.
 - NOTE: This is a description of your club's dance schedule which precedes the written report of your club's activities. It lists: (1) the days of the month the club dances, (2) the times when Mainstream, Plus, Round dances will begin; (3) specific information regarding the difficulty of the rounds; (4) the names of the cuer/caller, and (5) the name of the venue.
- Promote TVC Events by:
 - Inviting club members to attend TVC Meetings;
 - Encouraging your club members, past presidents and current presidents to attend the January "*President's Meeting & Potluck*,"
 - Recruiting club volunteers to help at TVC dances;
 - Attending all TVC Dances and encouraging your club members to join you.



What Resources are available to me?

- TVC Website: www.tualatinvalleycouncil.org.
 - TVC's Constitution, By-Laws, and Practices and Procedures;
 - Link to all Member Club's websites;
 - Calendar of TVC Events;
 - Link to Federation site;
- Oregon Federation of Square and Round Dance Clubs (Federation) Website: www.squaredance.gen.or.us
 - Federation's Constitution, By-Laws and Practices and Procedures;
 - List of Federation Officers;
 - Calendar of Federation Events;
 - Link to related sites;
- TVC Directory
- State Directory
- Oregon Federation News (OFN) (www.ofn.club)



What awards are available?

- **Ambassador Bars:** This is a special recognition bar for any TVC club member who visits all of the TVC Clubs plus two TVC dances during an 18-month period. The Ambassador Bar attaches to and hangs from your club badge and indicates the year in which the visitations took place. To receive your Ambassador Bar, fill out your personal information on a TVC Ambassador form found in the TVC Directory, on the TVC website, or available from the TVC Secretary. Attend at least one dance at all the TVC clubs (visitation to the M & Ms's optional), and at least two TVC sponsored dances within 18 months from the start date. Dancers are limited to visiting one club per night. The form is to be dated and signed by the caller, cuer, or officer of the club being visited during a Regular Club dance, or Jamboree, or TVC sponsored dance, (including a Tri-Council dance that is sponsored by TVC). Give the completed form to a TVC Executive Board Member. Bars will be awarded by the club's Delegate during a Club dance or by an officer of the TVC during a TVC dance.
- **TVC Recognition Award:** This is given by the TVC President at the January "Presidents Meeting & Potluck." It is given to an individual, selected by the TVC President, who has made a special contribution to the square dance community within the TVC geographical area as well as the state of Oregon.
- **Randall Award (Federation Award):** The Randall Award is the highest honor the Federation can bestow on a square dancer. Named for past Federation president Buddy Randall, the award is intended to honor those dancers who have done great service for the Oregon Federation and for square dancing in Oregon, and especially those who work behind the scenes where recognition is so rare. Nominations are solicited throughout the year. Each council's State Delegate gets one vote in selecting the awardee. The award is presented at the Mid-Winter Festival in January. The awardee is presented with badge bars to wear proudly, and an engraved plaque.



A special thank you...

...for giving of your time and talent to the promotion and betterment of Square and Round Dancing by serving in the capacity of Delegate to the TVC. Your Club thanks you and the TVC thanks you. We hope you will find it to be a fun and rewarding experience.