

PROPOSED BYLAWS OF THE PITTSBURGH CONTRA DANCE
NETWORK (PCDN)

Dec. 10, 2014

Article 1. Name: The name of this organization is the Pittsburgh Contra Dance Network (PCDN). It is affiliated with the Country Dance & Song Society of Pittsburgh (CDSSP) and through them with the Country Song & Dance Society (CDSS).

Article 2. Purpose: It is our goal to promote the enjoyment of traditional American dance by organizing regularly scheduled dances which are inclusive, intergenerational and community-building.

Article 3. Membership: All persons who attend at least 2 dances in a calendar year may choose to be members and can vote on PCDN business matters.

Article 4. Meetings of the membership: General community meetings will be held at least twice per year to seek input from, and provide information to members, and to build a sense of community.

Article 5. Contra Council: The responsibility for all business matters lies with the Contra Council which consists of the 4 Officers and 5 Council members at large.

- a) The Council has sole authority to set schedules & dates for the year; to set fees which will cover costs of operation; to set honoraria paid to callers & musicians, to rent facilities, and to approve special activities undertaken in the name of PCDN.
- b) The Council will determine the need for, and the responsibilities of, standing committees to carry out the work of PCDN. (ie. booking bands & callers, sound, venue, organizing Fall Dance Weekend)
- c) Individual council members will be responsible for learning/collaborating with/"backing up" a functional role (for example: hall manager, sound team manager, booking bands, booking callers, publicity, etc.).
- d) In the event of a vacancy on the Council, the remaining Council members will appoint a member within 2 months to temporarily fill the vacancy until the next election.
- e) A member of the Council may be removed from office, after reasonable notice & opportunities to be heard, by a majority vote of the membership or by two-thirds vote of the Council.

Article 6. Meetings of the Council:

- a) The Council will meet a minimum of four times annually, with the option to meet more frequently as needed.
- b) The quorum for transaction of business is at least half of the Council.
- c) A majority of those Council members present is necessary to transact

any business brought before the Council.

Article 7. Officers: Term of office is three years. Council members may not serve more than two consecutive terms. Our goal is to have terms staggered, so that 2-3 Council members will be replaced in any given year.

President: The President is responsible for the operation of the group. He/She facilitates meetings & calls meetings of the Council or membership as needed. The President may also be authorized to sign checks.

Vice-President: The Vice-President acts as President in the absence of the President. In the event of the President's resignation or incapacity to serve, she/he will succeed to the office until the next regular election. The President may delegate to the Vice-President such duties as may be necessary.

Secretary: The Secretary keeps records and minutes of meetings.

Treasurer: The Treasurer reconciles the bank statement monthly, prepares & makes available to Council members a monthly financial report, and prepares an annual financial statement of operations to be submitted to the Council and to CDSSP. The Treasurer designates a person who is responsible for the collection of charges, for the disbursement of fees to musicians & callers and for the payment of authorized expenditures.

Article 8. Election of Contra Council members: Elections will be held during the month of October.

- a) During the month of September, the Council will:
 - 1) announce & explain the election process to members.
 - 2) provide information about the responsibilities of Council members.
 - 3) encourage & recruit potential Council members.
 - 4) solicit interest in officer positions.
 - 5) create a ballot for an election. Everyone who is willing to serve will be listed on the ballot.
- b) Community members complete an anonymous ballot during the month of October. (1 vote per member) Members will be asked to sign a list in order to receive a ballot. Votes are tallied and the community is notified of the results.
- c) The newly elected Council members begin their terms on Nov. 15, at which time they will elect officers.

Article 9. Fiscal Year: The fiscal year of PCDN is January 1 through Dec. 31.

Article 10. Amendments to the Bylaws. Amendments may be made upon one month's written notice to members; this notice must state the proposed changes. A two-thirds majority of community members voting is required for adoption. (For the first 2 years, only a simple majority is necessary to amend the bylaws.)

