

CONSTITUTION

COMMITTEE JOB DESCRIPTIONS

ARTICLE I

BOARD OF DIRECTORS

The board of directors of the Pacific Northwest Teen Square Dance Festival shall consist of:

Chair
Vice-Chair, U.S.
Vice-Chair, Canada
Current Festival Coordinator
Treasurer
Secretary

ARTICLE II

PURPOSE OF BOARD OF DIRECTORS

The Board of Directors shall serve to provide a focal point for the PNTSDF Committee, comprised of representatives of all participating Clubs, in arranging each year's Square and Round Dance Festival.

ARTICLE III
DUTIES OF OFFICERS

A. FESTIVAL CHAIR

May be any person the representatives find qualified to manage the job of Chair.

The Office is not limited to election by club affiliation.

The Festival Chair shall:

- 1) Call representatives' meetings 6 times per year. These will generally be in June, September, November, January, March and the Friday evening preceding Competition Day.
- 2) Prepare and distribute an agenda prior to each meeting.
- 3) Preside over each meeting.

Should the Chair be unable to attend the meeting, this duty shall fall firstly upon the Vice-Chair residing in the same country as the Chairperson.

- 4) Appoint Committees as they are needed.
- 5) Arrange for an Audit of the Treasurer's records after the June Festival meeting (prior to change of officers).
- 6) Receive and approve all payments to be made by the Treasurer.
- 7) Make arrangement for the facilities for the representatives' meetings; preferably at a mid-point location for all representatives.
- 8) Call Directors' meetings, as deemed necessary by the Chair.
- 9) Be required to attend all representatives' and Board of Directors' meetings.

B. FESTIVAL VICE-CHAIR

May be any person the representatives find qualified to manage the job of vice-chair. There will be a Vice-chair from Canada and from the U.S. and shall have over-lapping terms of office.

The office is not limited to election by club affiliation.

The Festival Vice-chair shall:

- 1) Distribute information as needed to PNTSDF representatives.
- 2) Serve upon the Ways and Means Committee.
- 3) The Vice-chair from the same country as the Festival Chair shall conduct the scheduled representatives' meetings in the Chair's absence.
- 4) Be required to attend all representatives' and Board of Directors' meetings.

C. FESTIVAL COORDINATOR

May be any person the representatives find qualified to manage the job of Coordinator.

The office is not limited to election by club affiliations.

The Festival Coordinator shall:

- 1) Appoint all personnel required to run the Festival in a efficient manner.
This shall include, but is not limited to:

Chief Square Dance Judge	Saturday Night M.C.
Chief Round Dance Judge	Round Dance Hash Cuer
Chief Scorekeeper	Square Dance Mystery Caller
Friday Night M.C.	"Runners"
Square Dance M.C.	"Door Monitors"
Calling M.C.	Security
Round Dance M.C.	Other personnel as needed

It will be allowable for the Coordinator to delegate the responsibility of choosing personnel, except for those who are required to be approved by the representatives according to the working rules of the PNTSDF.

- 2) Acquire facilities in which to hold the Festival.
- 3) Acquire Buttons for clubs to sell.
- 4) Acquire Awards for competition day.
- 5) Acquire ADEQUATE sound equipment for all halls used by the Festival.
- 6) Schedule the sequence of events for the Festival.
- 7) Publish a program.
- 8) Submit required written reports to Chair detailing the Festival progress.
- 9) Be required to attend all representatives' and Board of Directors' meetings.
- 10) Oversee all phases of the Festival.

D. FESTIVAL TREASURER

May be any person the representatives find qualified to manage the job of Treasurer.

The office is not limited to election by club affiliation.

The Festival Treasurer shall:

- 1) Handle all financial transactions of the PNTSDF.
- 2) Maintain accurate and up to date records of all transactions.
- 3) Publish and distribute current balance sheet(s) at each PNTSDF representatives' meeting.
- 4) Project needed funds for the Festival to the Ways and Means Committee.
- 5) Pay obligations incurred by the PNTSDF in a timely fashion, as authorized by the Festival Chairperson.
- 6) Be responsible for distribution of, and collection of monies for, Festival Buttons.
- 7) Be required to attend all representatives' and Board of Directors' meetings.
- 8) Shall keep a three-year library of mysteries and hash available for new clubs entering festival.

E. FESTIVAL SECRETARY

May be any person the representatives find qualified to manage the job of Secretary.

The office is not limited to election by club affiliation.

The Festival Secretary shall:

- 1) Maintain attendance records for each representatives' meeting.
- 2) Keep the minutes of each representatives' meeting.
- 3) Publish the minutes of each representatives' meeting.
- 4) Forward a copy of all correspondence to the Festival Chair and present same at the next representatives' meeting.
- 5) Be required to attend all representatives' and Board of Directors' meetings.

ARTICLE IV

ELECTIONS

Elections are held at the March representatives' meeting of the PNTSDF. All officers are elected by a simple majority vote of those clubs present owning voting rights according to the working rules of the PNTSDF.

ARTICLE V

MAJORITY/QUORUM

A quorum shall be considered as those in attendance at any PNTSDF representatives' meeting, who by the working rules own a vote in the PNTSDF proceedings.

For any revisions, a simple majority vote of the representatives is required.

ARTICLE VI

TERMS OF OFFICE

- * The Festival Chair shall have term of two (2) years. It shall start in June and finish 2 years hence in June.
- * The Canada Vice-Chair shall have a term of two (2) years. It shall start in June of ODD Numbered Calendar years and finish 2 years hence in June.
- * The USA Vice-Chair shall have a term of two (2) years. It shall start in June of EVEN Numbered Calendar years and finish 2 years hence in June.
- * The Treasurer shall have a term of one (1) year, June to June.
- * The Secretary shall have term of one (1) year, June to June.
- * The Coordinator shall have a term of one (1) year, June to June.
- * The Square Dance Chief Judge shall have a term of one (1) year, June to June.
- * The Round Dance Chief Judge shall have a term of one (1) year, June to June.

