

# **BYLAWS**

## **THE PITON CULTURAL DANCERS, INC.**

### **PURPOSE**

This organization shall be called "**THE PITON CULTURAL DANCERS, INC.**" a non-profit organization. The aim of this organization is to promote and encourage the participation in, and the appreciation of, the cultural dances and customs of these U.S. Virgin Islands, and to make such presentations as would make our younger generation and visitors to these shores more aware of our proud heritage.

### **OFFICERS:**

#### **PRESIDENT**

The President shall preside at all meetings of the club, keep at all times, use the Robert's Rule of Order to conduct meetings, talk no more than necessary, have an agenda for each meeting and proceed in a businesslike manner, keep a list of committees on table, and establish if a quorum is present.

#### **Vice-President**

The Vice-President will act in place of the President whenever necessary, and may exercise all duties of the President; in case of the resignation of the President and the Vice-President does not want to assume the office of the President, the Vice-President must resign.

#### **Secretary**

The Secretary should issue all calls or notices of meetings and should write such letters as executive committee may designate; should keep a neat and careful record of all business done in the meetings, with exact wording of every motion and whether it was lost or carried, minutes should show the names of persons appointed to committees. It is the duty of the Secretary to notify all persons elected on any committee. The Secretary should arrive early and should have the minutes book so that reference can be made to minutes of past meetings.

#### **Treasurer**

The Treasurer is responsible for all the organization's funds, will receive and disburse the funds upon authority from the organization or the Executive Committee, shall keep accurate records of all monies received and disbursed. Is Authorized to sign all checks for disbursements along with the President and another officer that has been designated to do so, will be responsible for reconciliation of the monthly bank statement and will prepare and submit a monthly financial report at the regular monthly meeting.

### **Public Relations Officer**

Public Relations Office will keep the public advised of the group's activities, utilizing television, radio, newspapers, posters, etc., will solicit jobs for the group and make all arrangements for performances and off-island trips.

### **SECRETARY-TREASURER**

The Secretary-Treasurer will be assistant to the Secretary and the Treasurer and should be knowledgeable and well-groomed in reference to their responsibilities so that in their absence the responsibilities will be executed.

### **DANCE INSTRUCTOR**

The Dance Instructor will be responsible to choreograph dances for the group, will be responsible for all music and equipment for the organization, will prepare a plan of all dances and organization will learn and perform and will instruct the members in all dances.

### **STANDING COMMITTEES**

There shall be the following committees:

Executive Committee

Activities Committee

Costume Committee

#### **Executive Committee**

Executive Committee will consist of all officers and chairpersons of standing committees.

#### **Activities Committee**

Activities Committee will be responsible for planning all functions for fund raising activities and organizing socials for the group.

#### **Costume Committee**

Costume Committee will be responsible for selecting all new costumes, will keep an accurate record of all costumes purchased and owned by the organization, will assign a monetary value to

each costume. Accessories, such as, aprons, sashes, hats, etc. will be the responsibility of this committee.

### **ORDER OF BUSINESS**

The meeting should be called to order by the President or Vice-President.

The minutes should be read by the Secretary.

Monthly report of the Treasurer.

Reports from Standing Committees

Unfinished Business

New Business

Adjournment

### **MEMBERSHIP**

Membership is open to any individual who signs a membership form. In order for a member to be eligible to vote or hold an office, that member's dues must be current.

### **MEETINGS**

General meetings shall be held on the first Tuesday of each month at 6:00 p.m. A quorum shall consist of fifty percent (50%) plus one of the active memberships. Executive meetings shall be held quarterly (January, April, July, and October). Special meetings shall be called by the President, when necessary.

### **DUES**

Dues are \$8.00 per month and should be paid at the regular meeting monthly meetings.

### **REHEARSALS**

Regular practices will be held on the Wednesdays of each month at 6:00 p.m. In the event of Special functions additional practices will be announced.

IN WITNESS WHEREOF, we, the undersigned, being all of the incorporators of this non-profit corporation, do hereby certify that the above stated facts are true and have hereunto set our hand and seal at St Thomas, Virgin Islands, this 28<sup>th</sup> day of August, 2021.

---

Mr. Tajil S. Chitolie-Baptiste  
**Exec. Director, Dance Instructor, President**

---

Date

---

Mr. Michael Toussaint  
**Treasurer**

---

Date

---

Ms. Chrystall Cooper  
**Secretary, Vice-Chairman**

---

Date