

## PROPOSED BY-LAWS

### OF THE NEW MEXICO SQUARE AND ROUND DANCE ASSOCIATION, INC.

#### I. OFFICES

A. NMSRDA may have offices within the state of New Mexico as the Board of Directors may establish.

#### II. MEMBERSHIP

A. Definition of Members - Members of NMSRDA shall be geographically organized. shall be geographically organized groups of square and round dance clubs, hereinafter called Districts, or couples or individuals unaffiliated with clubs in the various Districts.

#### **Recommendation – Lorraine Pratt**

A. Definition of Members -Members of NMSRDA shall be geographically organized groups of square and round dance clubs, hereinafter called Districts, or individuals unaffiliated with clubs in the various Districts.

##### 1. Types of members

1. a) Districts - The Board of Directors shall define geographical boundaries of Districts.
2. b) Local Club(s) - Local Clubs of NMSRDA shall be organized groups of dancers forming a Square Dance and/or Round Dance Club which elects to be a member of NMSRDA, hereinafter called, "Local Clubs".
3. c) Individuals Members - An individual dancer who obtains a membership card to NMSRDA are members of NMSRDA, hereinafter called "Individual Members".
4. d) Lifetime members Dancers who have reached the age of seventy (70) years and who have held membership in NMSRDA for five (5) continuous years may be voted life memberships in NMSRDA by the District in which their home club is located. Such membership and the cost of the special badge identifying these life members shall be borne by the respective Districts. The Chairman and Secretary of the District involved shall certify qualifications of dancers nominated by their home clubs for life membership.

##### B. Definitions of Members

1. Districts of NMSRDA shall be geographically organized groups of one or more Local Club(s), hereinafter called "Districts". The Board of Directors shall define geographical boundaries of Districts. Currently there are three (3) districts:
  - a. Central District
  - b. Southwest District
  - c. Southeast District

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2. Local Clubs of NMSRDA shall be organized groups of dancers forming a Square Dance Club which is a member of NMSRDA, hereinafter called, "Local Clubs".
3. Individual Members of NMSRDA shall be individual dancers who are members of a Local Club and members of NMSRDA, hereinafter called "Individual Members".
4. Individual Members at Large shall be individual dancers who are not members of a Local Club, but are members of NMSRDA, hereinafter called "Individual Members at Large". An Individual Member at Large shall not be eligible to hold office or to vote in Local Club, District or State meetings, but shall pay such dues as NMSRDA may charge.
5. Lifetime members – Dancers who have reached the age of seventy (70) years and who have held membership in NMSRDA for five (5) continuous years may be voted life memberships in NMSRDA by the District in which their home club is located. Such membership and the cost of the special badge identifying these life members shall be borne by the respective Districts. The Chairman and Secretary of the District involved shall certify qualifications of dancers nominated by their home clubs for life membership.
6. Election of Member Districts - Any District desiring to become a member of NMSRDA shall submit to the secretary of NMSRDA a written and signed membership application on a form prescribed by the Board of Directors. A list of clubs which are of the applicants District, together with their mailing addresses, shall accompany said application. Upon approval of the application by the Board of Directors, the District shall become a member of NMSRDA.

## II. FORFEITURE OF MEMBERSHIP

- A. Any member may be expelled from NMSRDA for cause, by a two-thirds vote of the entire board of directors. Upon removal the Member shall lose all rights associated with membership in NMSRDA and its Local Clubs. NMSRDA may remove members whose conduct has been deemed a violation of the Constitution, By-Laws, or Policy of NMSRDA.

### **Recommendation – Lorraine Pratt**

**Any member may be expelled from NMSRDA for cause, by a two-thirds vote of**

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the voting members of the Board Directors. Upon removal the Member shall lose all rights associated with membership in NMSRDA. This has no effect on the members local club membership. NMSRDA may remove members whose conduct has been deemed a violation of the Constitution, and/or By-Laws, of NMSRDA

### III. CODE OF CONDUCT

- A. The code of conduct of the United Square Dancers of America is adopted as the proper code of conduct for NMSRDA.

### IV. BOARD OF DIRECTORS

- A. General Powers -All affairs of NMSRDA shall be conducted by the Board of Directors.
- B. Composition and Terms of Office -The Board of Directors shall be composed of President, 1st Vice President, Secretary, Treasurer, 2nd Vice President for Squares, 2nd Vice President for Rounds, President-Elect plus not more than two (2) from each member District. Couples shall be considered as holding an office jointly. In the event a single person shall be elected to a state office, he/she may choose to have his/her dancing partner serve with him/her. Board of Directors members from Districts shall be the Chairman of the District and his/her dancing partner or spouse, as applicable, or a designated representative if necessary. Each member of the Board of Directors shall serve between the closing dates and times of two successive State Festivals, approximately one year. All members of the Board of Directors must be members of NMSRDA during their term of office.

#### **Recommendation – Lorraine Pratt**

Officers -Officers of NMSRDA shall be President, 1st Vice President, Secretary, Treasurer, 2nd Vice President for Squares, 2nd Vice President for Rounds, and President-Elect. The primary function of the State Officers is to organize a State Festival. The offices of Secretary and Treasurer may be combined at the discretion of the President.

- C. Regular Meetings -The annual meeting of the Board of Directors shall be held without further notice than these By-Laws during the annual State Festival, and the location and time shall be part of the festival agenda. One additional regular meeting shall be held approximately six (6) months following the annual meeting. All mid-year meetings of NMSRDA will be held at the Albuquerque Square Dance Center (ASDC), Albuquerque, at a date and time

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set by the President. Agenda items must be submitted to the President two (2) weeks prior to the meeting.

#### **Recommendation – Lorraine Pratt**

**C. Regular Meetings** -The annual meeting of the Board of Directors shall be held without further notice than these By-Laws during the annual State Festival, and the location and time shall be part of the festival agenda. One additional regular meeting shall be held approximately six (6) months following the annual meeting. All mid-year meetings of NMSRDA will be held at the Albuquerque Square Dance Center (ASDC), Albuquerque, at a date and timeset by the President. Meetings will be open to allmembers.

D. Directors Meetings and Officers meetings will be open to all members who shall have no voting privileges.

E. **Special Meetings** -Special meetings of the Board of Directors may be called with thirty (30) days notice, as required by the President, or upon written request of four (4) directors. Date, time, and location of such special meeting(s) shall be set by the President.

#### **Recommendation – Lorraine Pratt**

**Special Meetings** -Special meetings of the Board of Directors may be called with thirty (30) days notice, as required by the President, or upon written request of four (4) directors. Date, time, and location of such special meeting(s) shall be set by the President. Meetings will be open to all members

F. **Quorum** -A majority of the Board of Directors shall constitute a quorum which shall be necessary for the transaction of any NMSRDA business.

G. **Rules of Order and Procedure** -. Except as otherwise specifically provided in this constitution and by-laws, all questions of order and procedure in any meeting of the Directors, Officers,

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- H. or Members of NMSRDA shall be determined by ROBERT'S RULES OF ORDER, NEWLY REVISED.
- I. Majority Rule -The vote of a simple majority of Chairmen of the Districts or voting directors present at any meeting at which a quorum is present shall constitute an action of the Board of Directors unless the vote of greater number is required by these By-Laws.
- J. Votes -Members of the Board of Directors who represent Districts shall be entitled to one (1) vote on each item of business conducted by the Board. Of the NMSRDA officers, only the First Vice-President and the President-Elect shall have one vote on any item of business, with the President casting a vote in case of a tie. (This is to assure that a District does not vote control over the NMSRDA.) At the annual meeting, both retiring and incoming District Chairmen or their designated representatives shall be entitled to cast a vote on each item of business.

#### Recommendation – Joey Solis

Votes -Members of the Board of Directors who represent Districts shall be entitled to one (1) vote on each item of business conducted by the Board. Of the NMSRDA officers, only the First Vice-President and the President-Elect shall have one vote on any item of business, with the President casting a vote in case of a tie. In the event that there are only two districts remaining, there will be only four votes. The vice president and that district's representative, the president elect and that district's representative. The president will have no vote or tiebreaker vote. (This is to assure that a District does not vote control over the NMSRDA.) At the annual meeting, both retiring and incoming District Chairmen or their designated representatives shall be entitled to cast a vote on each item of business.

- K. Compensation -Directors shall not receive any salaries for their services as members of the Board of Directors.

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- L. Travel Expenses -Out-of-pocket expenses to include costs of gasoline, food, and lodging incurred by State Officers attending any regular or special meetings other than the annual meeting during the State Festival shall be reimbursed by NMSRDA upon request.
  
- M. The official NMSRDA badge shall be passed on to succeeding officers. If an outgoing officer wants to retain the badge, that officer will purchase a new badge for the incoming officer. Name and date of service shall be on the dangle only and will be purchased by NMSRDA.

#### IV. OFFICERS

- A. Officers -Officers of NMSRDA shall be President, 1st Vice President, Secretary, Treasurer, 2nd Vice President for Squares, 2nd Vice President for Rounds, and President-Elect. The offices of Secretary and Treasurer may be combined at the discretion of the President.

#### RECOMMENDATION – LORRAINE PRATT

Officers -Officers of NMSRDA shall be President, 1st Vice President, Secretary, Treasurer, 2nd Vice President for Squares, 2nd Vice President for Rounds, and President-Elect. The primary function of the State Officers is to organize a State Festival.. The offices of Secretary and Treasurer may be combined at the discretion of the President.

- B. Election and Terms of Office -The President and First Vice-President shall be elected by and from the district which shall host the State Festival during their terms of office. The President-Elect shall be elected by and from the district which shall host the State Festival during the ensuing year. The Second Vice-President for Round Dancing, shall be elected by the New Mexico Round Dance Association. The Second Vice-President for Square Dancing, shall be elected by the New Mexico Square Dance Callers Association. The Secretary and Treasurer shall be appointed by the NMSRDA President. The one (1) year term for all officers shall be between the closing of two (2) successive State Festivals.
  
- C. Vacancies -A vacancy in the office of President shall be filled by the First Vice-President. Vacancies in other offices shall be filled through the same procedure as they were originally filled.

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D. Powers and Duties

1. President:

- a) Preside at all meetings of NMSRDA.
- b) Appoint all committees.
- c) Attend one District dance in each District during his/her term of office. Out of pocket expenses incident thereto and to include gasoline, food, and lodging costs, upon request, shall be reimbursed by NMSRDA.
- d) Be a signatory with the Treasurer to all checks issued by NMSRDA.
- e) Coordinate square dance activities among all Districts.

**Recommendation – Lorraine Pratt**

f) The NMSRDA president does not have the authority to direct the actions or finances of any district or club within the NMSRDA.

2. First Vice-President:

- a) Act for the President in his/her absence.
- b) Perform such duties as may be assigned by the President.
- c) Assume the office of President in the event the President is unable to complete his/her term of office.

3. Second Vice-President for Round Dancing:

- a) Advise the President on round dancing matters.
- b) Assist as directed by the President in planning round dancing and securing and scheduling cuers for the annual State Festival

4. Second Vice-President for Square Dancing:

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- a) Advise the President in planning and putting on the State Festival.
- b) Coordinate as directed by the President, the sound, state callers programming, and in any other way to be helpful for the annual State Festival.

#### **5. President-Elect:**

- a) Make necessary long-range plans and commitments for the State Festival for the ensuing year.
- b) Sign contracts on behalf of NMSRDA for the facilities and staff for the ensuing year's State Festival.
- c) Preside over all meetings of the Hall of Fame Committee.
- d) Coordinate all activities of the committee as set forth in the Hall of Fame Procedural Guide.
- e) Provide the President with a proposed budget and a report of activities of the Hall of Fame Committee.

#### **6. Secretary:**

- a) Notify all members of the Board of Directors and other persons as necessary, of all regular and special meetings of NMSRDA and provide a proposed agenda.
- b) maintains accurate membership roster with club affiliation, addresses, phone numbers and email addresses and create distribution list for email communication.
- b) Record attendance by name at all meetings of NMSRDA.
- c) Record, maintain, and distribute as required minutes of all NMSRDA meetings.
- d) Distribute to State Officers and District Chairmen and/or Club Presidents information as directed by the President.
- e) Pass on to the incoming Secretary all records and documents pertaining to his/her term in office.



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#### **7. Treasurer:**

- a) Maintain accurate records of all financial transactions of NMSRDA.
- b) Together with the President, sign all checks issued by NMSRDA.
- c) Present a financial statement at each regular and special meeting of NMSRDA.
- d) Prepare upon completion of his/her term of office a profit /loss financial statement for Festival conducted during his/her term of office.
- e) Prepare and file all necessary tax reports.
  - i. IRS Form 8822B– Change of Address or Responsible Party - Due June30th annually
  - ii. IRS Form 990EZ-Short Form Return for Exempt Organizations - Due electronically Nov 15<sup>th</sup> annually.
- f) Provide IRS 1099 to callers and cuers who are paid in excess of \$600 during the calendar year. The deadline is January 31 of the following year.
- g) Pass on to the incoming Treasurer all records and documents pertaining to financial affairs conducted during his/her term of office.
- h) Pay annual membership fee for United Square Dancers of America (USDA), BMI and ASCAP.

#### **8. Past Treasurer.**

- a) Assist the Treasurer in the completion of financial statements for each regular and special meeting of NMSRDA.
- b) Assist the Treasurer in the preparation and filing of all necessary tax reports.

## **V. ELECTION OF OFFICERS**

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### **OF THE NEW MEXICO SQUARE AND ROUND DANCE ASSOCIATION, INC.**

A. Nomination -Nominations for President, First Vice-President, and President-Elect shall come from within the districts which host the State Festival during the nominee's term of office. They may be elected by:

(1) majority vote at a District Dance, or

(2) majority vote at a District meeting. Choice of method shall be at the discretion of the district officers concerned.

#### **VI. COMMITTEES**

A. Committees -The President of NMSRDA may appoint to serve during his/her term of office such committees as necessary to conduct NMSRDA business.

#### **VII. STATE FESTIVAL**

A. Requirement -A State Square Dance Festival shall be held annually during the month of May or June, as availability of facilities and/or featured caller(s) shall dictate. Specific date and location shall be established by the President-Elect who will assume the office of President for the year of that Festival.

B. Host Districts -Districts shall host the State Festival in the following sequence: Southeast District, Central District, and the Southwest District. Any change in this sequence shall be made only by the Board of Directors of NMSRDA. Hosting District shall establish admission price.

C. Festival Programming -The State Festival shall be programmed by the slate of NMSRDA officers in office at the time of said Festival.

#### **VIII. CONTRACTS AND FUNDS**

A. Contracts -The Board of Directors may authorize in writing any officer or agent of NMSRDA, in addition to any officers authorized by these By-Laws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of NMSRDA. Such authority may be general or specific in nature as the Board of Directors may determine.

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- B. Checks -All checks issued in the name of NMSRDA shall be signed by the President and Treasurer of NMSRDA.
  
- C. Deposits -All funds of NMSRDA shall be deposited to the credit of NMSRDA in such insured banking agency as the Board of Directors may approve.
  
- D. Festival Operating Funds
  - 1. Each new President, upon receiving his/her operating funds, shall advance \$600.00 to the President-Elect upon his/her election, to be used for making down payments on facilities, rentals, or similar expenses for the State Festival during his/her term of office. In the event the President-Elect does not require the money, he/she shall notify the State Treasurer in writing to that effect. Money used from this fund shall be repaid to the fund at the completion of the festival for which it was used.

#### **Recommendation – Lorraine Pratt**

All funds for the operation of hosting a State Festival will come from host District and for maintaining NMSRDA are the responsibility of the district holding the State Festival.

- 2. Within thirty (30) days following the close of each State Festival, an operating fund of \$3,000.00 shall be in the State Treasury to be used as beginning funds for the upcoming State Festival and shall be disbursed from the district which hosted the Festival just completed.

#### **Recommendation – Lorraine Pratt**

Recommends deletion of #2

- 3. After the conclusion of a State Festival and after all bills have been paid, any remaining funds or debits shall be turned over to the host district of the State Festival. The profits and/or losses of any Festival are the property/responsibility of the host district and shall be dealt with in a way that the host district deems appropriate.

#### **Recommendation – Lorraine Pratt**

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Recommends deletion of #3

- E. District and Local Club Funds
1. All districts and local clubs operate under the umbrella of the NMSRDA EIN number and as such all banking accounts will include NMSRDA in the account name.
  2. District funds are under the control of the district but are accountable to the NMSRDA Treasurer due to the shared EIN number.
  3. District funds cannot be moved from a NMSRDA account to a non-NMSRDA account for any reason.
  4. District Treasurers must provide all accounting information as requested by the State Treasurer to comply with tax requirements.

**Recommendation – Karen Zakovvec**

**References to money and chain of succession of money applies only to those funds held under the NMSRDA tax ID number. Money held under that EIN number cannot be move to another tax ID number without the consent of the NMSRDA board.**

## IX. SAFETY RESOLUTIONS

- A. **Alcohol Resolution** Whereas, Square and Round Dancing has acquired a reputation for being a non-drinking activity through the efforts of many dedicated dancers; and whereas Square and Round Dancing is promoted as an activity which the drinking of alcoholic beverages immediately before or during a dance is not permitted:

THEREFORE RESOLVED: that NMSRDA, in the best interest of square and round dancing, does not condone and discourages the practice of advertising, serving, or permitting the consumption of alcoholic beverages at the site of any square dance immediately before, during, or after such dance.

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- B. **Firearm Resolution** Whereas, Square and Round Dancing has acquired a reputation for being a family-oriented activity through the efforts of many dedicated dancers:

THEREFORE RESOLVED, that NMSRDA, in the best interest of square and round dancing, does not condone and discourages the practice of the carrying of firearms at the site of any square or round dance and NMSRDA meetings. Concealed carry by licensed individuals should be done discreetly and using appropriate safety precautions. Furthermore, all rules and regulations of law enforcement and facilities being used will be respected and followed.

#### X. FISCAL YEAR

- A. The fiscal year of NMSRDA shall begin on the first day of each July and end at midnight on the thirtieth (30) day of the following June.

**Recommendation – Lorraine Pratt**

Recommends deletion

#### XI. DUES

- A. Annual Dues -Annual dues shall be determined by the Board of Directors and shall be due and payable in advance at the close of each State Festival. Said dues shall be paid to NMSRDA through the respective Districts not later than six (6) months after the State Festival. Dues may be increased or decreased as deemed necessary and approved by the Board of Directors.
- B. Membership for Teenagers -The cost of membership for teenagers shall be set by the individual Districts. Money from said memberships shall be retained by the respective Districts.
- C. Distribution of Dues – 30% of the dues for each adult member shall be retained by the home District of said member; 70% of the dues for each adult member are to be forwarded to the State Treasury. Subscription to informative dance-related publication is optional.

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- D. Membership Cards -NMSRDA shall furnish membership cards to be distributed to members, upon their payment of dues, through the various District Chairmen and Club's District Representatives. Cost of such cards shall be borne by NMSRDA All membership cards shall bear the NMSRDA Seal and shall list the officers for the year for which the cards are valid. NMSRDA membership cards shall state: "Good for discount at the (Upcoming) Festival only." Color of the cards shall be changed annually.

#### **XII. SEAL**

- A. The Board of Directors shall provide a corporate seal which shall be a Zia symbol with a cowboy boot and fiddle superimposed in the center of the words, "New Mexico Square and Round Dance Association", inscribed in the circular portion of the Zia symbol.

#### **XIII. TRAVELING BANNER**

- A. Traveling Banner shall be awarded to the club having the most accumulative points at the State Festival. Each member of a club in good standing in NMSRDA is eligible to register for the Traveling Banner. One point will be awarded for each member registering for each mile from the town or village of the location of the current State Festival. The official New Mexico Highway map will be used. Each person is entitled to register for only one club. Only current NMSRDA members are allowed to register for the Traveling Banner.

#### **XIV. AMENDMENT OF BY-LAWS**

- A. These By-laws may be altered, amended, or repealed and new By-laws may be adopted by a majority vote of a quorum of Directors present at any regular or special meeting, and provided at least fifteen (15) days written notice is given of intention to alter, amend, or repeal or adopt new By-laws at such meeting.