

**AMENDED AND REVISED AT THE MID-YEAR MEETING  
ALBUQUERQUE, NEW MEXICO, JANUARY 8, 2005  
BY-LAWS  
OF THE  
NEW MEXICO SQUARE AND ROUND DANCE ASSOCIATION, INC.**

**ARTICLE I - OFFICES**

The Association may have offices within the state of New Mexico as the Board of Directors may establish.

**ARTICLE II – MEMBERSHIP**

Section 1: Definition of Members - Members of the Association 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. The Board of Directors shall define geographical boundaries of Districts.

Section 2: Election of Member Districts - Any District desiring to become a member of the Association shall submit to the secretary of the Association 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 the Association.

**ARTICLE III - BOARD OF DIRECTORS**

Section 1: General Powers - All affairs of the Association shall be conducted by the Board of Directors.

Section 2: Composition and Terms of Office - The Board of Directors shall be composed of not more than sixteen (16) Association officers (who are listed in Article IV, Section 1, of the Constitution) 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.

Section 3: Regular Meetings - The annual meeting of the Board of Directors shall be held without further notice than this 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 the Association will be held at the Albuquerque Square Dance Center (ASDC), Albuquerque, at a date and time set by the President.

Section 4: Special Meetings - Special meetings of the Board of Directors may be called upon 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.

Section 5: Quorum - A majority of the Board of Directors shall constitute a quorum which shall be necessary for the transaction of any association business.

Section 6: 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.

Section 7: 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 Association 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.

Section 8: Compensation - Directors shall not receive any salaries for their services as members of the Board of Directors. This section shall not be construed as precluding any Director from serving the Association in any other capacity for which compensation therefor is provided.

Section 9: 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 the Association upon request. District Chairmen or their designated representative shall be reimbursed, upon request, by their respective Districts for their out-of-pocket expenses incurred in attending all regular or special meetings of the Board of Directors, except the annual meeting.

#### **ARTICLE IV - OFFICERS**

Section 1: Officers - Officers of the Association shall be as set forth in Section 1, Article IV, of the Association Constitution. The offices of Secretary and Treasurer may be combined at the discretion of the President.

Section 2: 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, and shall serve during the

term of the Association President. The Second Vice-President for Square Dancing, shall be elected by the New Mexico Square Dance Callers Association, and shall serve during the term of the term of the Association President. The Secretary and Treasurer shall be appointed by the Association President and serve during the President's term of office. The one (1) year term for all officers shall be between the closing of two (2) successive State Festivals. Elections and appointments shall be completed not later than January 31, prior to each State Festival.

Section 3: 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.

#### Section 4: Powers and Duties

##### A. President:

- (1) Preside at all meetings of the Association.
- (2) Appoint all committees.
- (3) 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 the Association.
- (4) Be a signatory with the Treasurer to all checks issued by the Association.
- (5) Coordinate square dance activities among all Districts.

##### B. First Vice-President:

- (1) Act for the President in his absence.
- (2) Perform such duties as may be assigned by the President.
- (3) Assume the office of President in the event the President is unable to complete his/her term of office.
- (4) Responsible to the President for the NMSRDA Raffle.

##### C. Second Vice-President for Round Dancing:

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

D. Second Vice-President for Square Dancing:

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

E. President-Elect:

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

F. Secretary:

- (1) Notify all members of the Board of Directors and other persons as necessary, of all regular and special meetings of the Association and provide a proposed agenda.
- (2) Record attendance by name at all meetings of the Association.
- (3) Record, maintain, and distribute as required minutes of all Association meetings.
- (4) Receive from District Secretaries dates, times, and locations of all District dances and prepare them in chronological order, and send copies of list thereof to each State Officer and District Chairman quarterly.
- (5) Distribute to State Officers and District Chairmen and/or Club Presidents information as directed by the President.
- (6) Pass on to the incoming Secretary all records and documents pertaining to his/her term in office.

G. Treasurer:

- (1) Maintain accurate records of all financial transactions of the Association.
- (2) Together with the President, sign all checks issued by the Association.
- (3) Present a financial statement at each regular and special meeting of the Association.
- (4) Prepare upon completion of his/her term of office a financial statement of the year's business to include transactions in connection with the State Festival, to be mailed to each District Chairman.
- (5) Prepare and file all necessary tax reports.
- (6) Pass on to the incoming Treasurer all records and documents pertaining to financial affairs conducted during his/her term of office.

H. Past Treasurer:

- (1) Assist the Treasurer in the completion of financial statements for each regular and special meeting of the Association.
- (2) Assist the Treasurer in the preparation and filing of all necessary tax reports.

**ARTICLE V - ELECTION OF OFFICERS**

Section 1: 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.

Section 2: Eligibility - A nominee for State President must have served one (1) term as District Chairman or Vice-Chairman, or one (1) term as any Association officer. A term as President-Elect shall fulfill this requirement. Any nominee or appointee for any Association office must be a member in good standing of the Association.

Section 3: Voter Eligibility - Persons whose memberships are delinquent during the six (6) months prior to an election shall not be eligible to vote in the election of any Association officer during that year.

## **ARTICLE VI - COMMITTEES**

Section 1: Committees - The President of the Association may appoint to serve during his/her term of office such committees as necessary for the conduct of Association business.

## **ARTICLE VII - STATE FESTIVAL**

Section 1: 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 ~~within the host District~~ (State Meeting January 6, 2005) shall be established by the President-Elect who will assume the office of President for the year of that Festival.

Section 2: Host Districts - Districts shall host the State Festival in the following sequence: Central District, Southwest District, Northeast District, Southeast District, and Northwest District. Any change in this sequence shall be made only by the Board of Directors of the Association.

Section 3: Festival Programming - The State Festival shall be programmed by the slate of Association officers in office at the time of said Festival.

## **ARTICLE VIII - CONTRACTS AND FUNDS**

Section 1: Contracts - The Board of Directors may authorize in writing any officer or agent of the Association, 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 the Association. Such authority may be general or specific in nature as the Board of Directors may determine.

Section 2: Checks - All checks issued in the name of the Association shall be signed by the President and Treasurer of the Association.

Section 3: Deposits - All funds of the Association shall be deposited to the credit of the Association in such insured banking agency as the Board of Directors may approve.

Section 4: Operating Funds

A. 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.

B. 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.

## **ARTICLE IX - FISCAL YEAR**

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

## **ARTICLE X - DUES**

Section 1: 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 the Association 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.

Section 2: 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. Applicable adult membership dues shall be charged teenagers desiring to receive the Association sponsored publication(s).

Section 3: Distribution of Dues - Three (3) dollars for each adult couple member and one (1) dollar for each single membership shall be returned to the home District of said member; one (1) dollar to remain in the State Treasury; and the remaining amount for each adult membership shall be retained by the Association to be used to provide all adult memberships with an informative dance-related publication.

Section 4: Membership Cards - The Association 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 the Districts in proportion to the number of Association members in each District or as approved by the Association Board of Directors. All membership cards shall bear the Association Seal and shall list the officers for the year for which the cards are valid. Color of the cards shall be changed annually.

Section 5: Life Members - Dancers who have reached the age of seventy (70) years and who have held membership in the Association for five (5) continuous years before reaching their seventieth (70) birthday may be voted memberships in the Association 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. Districts shall determine how payments for life memberships are to be made and whether the spouse or partner of a life member shall also be awarded the life member badge.

## **ARTICLE XI - SEAL**

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.

## **ARTICLE XII - TRAVELING BANNER**

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 the Association 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 the club as shown on the official Association club roster. Persons who are members-at-large in the Association are not entitled to register for the Traveling Banner.

## **ARTICLE XIII - AMENDMENT OF BY-LAWS**

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. Cost of printing Association Constitution and By-laws will be prorated among the several Districts of the Association.