

BY-LAWS of the CENTRAL DISTRICT
of the NEW MEXICO SQUARE & ROUND DANCE ASSOCIATION

I. ARTICLE I – PURPOSE

- A. To help fulfill the purposes specified in the Constitution, the Central District will have at least two (2) District sponsored dances each year and every effort will be made to select a date that does not conflict with any regularly scheduled Club dances or State dance. In the event that this cannot be done, then the date for said dance shall be so arranged that no club shall be requested to cancel more than one dance each year.

II. ARTICLE II – MEMBERSHIP

A. Club Qualifications.

1. Any club within the boundaries of the Central District actively engaged in square dancing, round dancing or other related activities, and has:
 - a) a Constitution and duly elected officers
 - b) and four (4) or more individuals who are that club's members and are members of NMSRDA shall be entitled to Club membership in Central District.
 - c) Caller and Cuer groups are accepted as members of the Central District even though they do not have 4 members as stated in the By-Laws.

B. Individual Qualifications.

1. An Individual or couple membership may be obtained by payment of the prescribed annual dues.

C. Club Application.

1. Any club may make a written application and be admitted to membership in the Central District upon meeting the requirements set forth in Article II, A 1.
2. Approval of the Club membership application must be made by a majority vote of the Board members present at any duly called meeting of the Board.

D. Individual Application.

1. Any couple or single person may join the Central District and be a member-at-large by paying NMSRDA annual dues. Such members-at-large are not made members of the Board.
2. Life Membership application is made by the Board member representing the applicant's club. Application shall include member's name, address, age, phone number, and current NMSRDA membership card number. Couples shall qualify when one of the couple attains the age requirement. Couple membership application shall include the names of both applicants.

(Definition of Couple voted on October 2007: any two individuals living in the same residence.)

E. Classes of individual Memberships.

1. There are four (4) classes of individual memberships in Central District. They are as follows:
 - a) Couple - open to any couple which has completed lessons in any of the types of dancing listed in Article II,A,2 of the Constitution.
 - b) Single - open to any single person over eighteen who has completed lessons in any of the types of dancing listed in Article II,A,2 of the Constitution.
 - c) Junior - open to any person, eighteen or under, who has completed lessons in any of the types of dancing listed in Article II,A,2 of the Constitution.
 - d) Life Members – as defined by NMSRDA.

F. Suspension of Membership or Representation.

1. To preclude suspension of membership in the Central District each member Club within sixty (60) days after the State Festival, shall forward to the Central District Secretary the names of at least four (4) club members who have paid dues into the New Mexico Square & Round Dance Association. If receipt of said names together with the dues of such members is not forthcoming within this time period, said clubs shall be considered not in good standing and shall lose their representation in all Central District business until the dues are paid.

III. ARTICLE III – FEES AND DUES

A. Fees

1. The fees charged for admission to any Central District dance or function shall be decided by a majority vote of the Board present at any Central District meeting.
2. Life members shall be charged one-half (1/2) the admission fee decided by the Board for any District function.

B. Dues

1. Payment of annual dues by single or couple members shall be in accordance with NMSRDA by-laws.
2. Dues for Junior members is one-half of adult membership.
3. Proof of payment for the annual dues shall be the NMSRDA membership card.

C. Member Club's Admission Fees

1. Member Clubs are encouraged to adopt an admission fee policy that would permit the District Chairman (or his designee), to make official visitations to their club free of charge.

IV. ARTICLE IV – OFFICERS AND BOARD OF DIRECTORS

A. Officers.

1. The officers of the Central District shall consist of a Chairman, Vice Chairman, Secretary, and Treasurer. All officers must be members of NMSRDA during the term of office.

B. Board of Directors.

1. All members of the Board of Directors must be members of NMSRDA during the term of office.

V. ARTICLE V – ELECTION OF OFFICERS AND TERMS OF OFFICE

A. Election.

1. Chairman and Vice Chairman shall be elected by a majority vote of the general membership in accordance with procedures in Article V-E. In case of a tie, a general membership meeting shall be called and a vote of those present shall be taken until the tie is broken.
2. The Secretary and the Treasurer shall both be appointed by the Chairman and Vice Chairman elect and the names of the appointees shall be announced to the Central District membership prior to the advent of the annual State Festival.

B. Term of Office.

1. The Chairman and Vice Chairman shall be elected at least sixty (60) days prior to the annual State Festival. The Chairman elect and Vice Chairman elect shall assume office the day after the conclusion of the annual State Festival and shall serve in office through the last day of the ensuing annual State Festival.
2. The Secretary and Treasurer shall serve the same tenure as the Chairman and Vice Chairman.

C. Unexpired Term of Office.

1. Chairman: Should the office of Chairman be vacated for any cause the Vice Chairman shall assume the duties of the office of Chairman for the remainder of the term of office. (This action would create a vacancy in the office of Vice Chairman).
2. Vice Chairman: Should the office of Vice Chairman be vacated for any cause, the Board of Directors shall nominate and elect one of its members (Board member) to assume the duties of Vice Chairman for the remainder of the term of office. Such nomination and election will occur at the next

regularly scheduled meeting after the vacancy is known, or at a special meeting called for the purpose, and shall be elected by a majority vote of those present.

3. Secretary: Should the office of Secretary be vacated for any cause the Chairman shall appoint a replacement for the remainder of the term of office.
4. Treasurer: Should the office of Treasurer be vacated for any cause, the Chairman shall appoint a replacement for the remainder of the term of office.

D. Nominations of Officers.

1. Any member (club or individual) may nominate a person for Chairman and a person for Vice Chairman provided said nominee's dues are paid six (6) months prior to their selection as a nominee.

E. Ballots.

1. A ballot committee shall be formed no later than the December meeting. It shall consist of four (4) Board members. The Treasurer may be appointed member ex-officio for the ballot committee to provide membership rosters or other help which may be required by the ballot committee. No candidate may serve on the ballot committee.
2. The ballot committee shall prepare ballots and distribute to the Clubs. Calls for nomination will be placed in the December and January publications.
3. In the event that there is only one candidate for Central District Chairman and one candidate for Central District Vice Chairman, the conditions of subsections (1) and (2) shall be waived and the election of these offices shall be by a majority vote of the Board.

F. Special Election of NMSRDA Officers.

1. Procedure to nominate and elect State officers (President Elect) from the Central District two (2) years prior to the District becoming host to the NMSRDA (State) Festival shall be accomplished in accordance with the By-Laws of NMSRDA.

VI. ARTICLE VI - DUTIES AND RESPONSIBILITIES OF OFFICERS AND DIRECTORS

A. Chairman.

1. The Chairman is the chief administrative and executive officer of Central District. The Chairman shall preside at all meetings and shall ensure that the Board meets regularly and that it functions effectively.
2. The Chairman shall authorize all expenditures of Central District funds, upon approval of the Board.

3. The Chairman, with the concurrence of the Board will make arrangements to sponsor District Square Dances and is a member of the general committee for such dances.
 4. The Chairman shall represent Central District in all meetings and functions of the NMSRDA.
 5. The Chairman, or his designee, shall make every attempt to visit all member clubs of Central District during the tenure of office.
- B. Vice Chairman.
1. The Vice Chairman is responsible for those regular or special duties assigned by the Chairman.
 2. In the absence of the Chairman, the Vice Chairman will assume the duties of the Chairman.
- C. Secretary.
1. The Secretary shall present all communications to the Board for appropriate action.
 2. For all meetings, the secretary shall:
 - a) Issue notice of special meetings.
 - b) Maintain records of attendance of all Board meetings.
 - c) Prepare copies of all meetings minutes for the Board members prior to the next regular Board meeting.
 3. The Secretary shall have available contact information for all Board members.
 4. The Secretary shall be responsible for display of information of concern to the general membership. (Utilize the board provided in ASDC).
 5. The Secretary shall preserve communications, documents and such other items pertaining to the affairs of the District.
 6. The Secretary shall furnish a copy of the Central District Constitution and these By-Laws to newly elected officers and two copies to each Board member. (Board members shall furnish one copy to the Club officers.)
 7. Upon approval of the Board, the Secretary may issue invitations to non-member clubs and inform them of the activities and privileges of membership in Central District.
- D. Treasurer.
1. The Treasurer is responsible for the funds and financial records of the District.
 2. The Treasurer shall be the only member of the District to receive monies due the District with the following exception: The Treasurer may appoint a member of the Board to collect monies in the Treasurer's absence. Such fees collected by the appointee shall be remitted to the Treasurer as soon as possible after their collection.

3. The Treasurer shall deposit all monies received on behalf of the District in a bank account designated by the Board.
4. The Treasurer shall present all invoices and cash vouchers to the Board for approval and pay by check those items approved by the Board.
5. The Treasurer shall prepare a financial report at each regular meeting of the Board.
6. The Treasurer shall prepare an annual financial statement and present it no later than the first board meeting of the fiscal year.
7. The Treasurer shall prepare and present all financial records of the District to the auditor(s) as directed by the Board.
8. The Treasurer shall confirm each member club has not less than four (4) NMSRDA members.

E. Duties of the Board Members.

1. Board members shall attend all Board meetings in person or assure the attendance of an alternate.
2. Board members (or their alternates) shall present all matters of District business to the club the Board member represents. A discussion of District matters within the club will enable each Board member to reflect the desires of that club at District meetings.
3. Board members shall actively promote District activities (dance, etc.) to club members, to the end that said club shall give full support to these activities.
4. Board members shall issue membership cards to NMSRDA to their clubs. Dues shall be collected and the necessary information be recorded on forms provided by the NMSRDA. The forms are then sent to the proper places described on the forms as soon as possible.

VII. ARTICLE VII – FINANCES

A. General.

1. The Board shall be responsible for the finances of the District. The Board shall authorize the expenses incurred by the Chairman to attend or hold the mid-term meeting of the NMSRDA.

B. Bank Accounts.

1. The Board will establish bank accounts as needed.
2. The signatures of two authorized officers shall be required for all withdrawals from any District bank account.
3. Authorized signatures shall be the Chairman or Vice Chairman and every check or voucher shall be signed by the Treasurer.

C. Cash Fund.

1. A cash fund shall be withdrawn from the bank account prior to any District activity in which a fee is to be charged. This fund shall be used for the sole purpose of making change during the activity. The fund shall not exceed fifty dollars (\$50.00); (This fund shall not be used for any "Petty Cash" purchases.)

D. Funds for Festivals.

1. If during the tenure of the Treasurer, the annual State Festival is hosted by Central District the following shall be accomplished by the Treasurer.
 - a) A certain amount of money from the funds received from completed festival, as determined by the Board, shall be set aside for future Central District hosted State Festivals and shall be deposited in an appropriate accessible account as determined by the Board.
 - b) Remaining funds received shall be divided such that equal sums of money are made available to each Central District year for operating funds for the intervening years between State Festivals hosted by Central District.

E. Authorization of Expenditures.

1. The Board may authorize the Treasurer to pay regularly occurring obligations. Such authorizations must specify the amount authorized for each obligation and the duration of the authorization.
2. The normal procedure for processing bills for payments is to present them to the Treasurer. The Treasurer will accumulate all bills and present them for approval at the next regularly scheduled Board meeting. The Treasurer will write checks for those bills approved by the Board. The Treasurer shall dispatch the checks.

VIII. ARTICLE VIII – VOTING AT DISTRICT MEETINGS

- A. The provisions of this Article pertain to the conduct of the Board in the business of the District. A Board member represents the wishes and desires of the represented club

1. Voting.

- a) The adoption or rejection of any question put before the Board in any regular or special meeting shall NOT be voted upon by any of the officers of the District. (i.e. Chairman, Vice Chairman, Secretary, or Treasurer). In the event of a tie vote among the Board members, the Chairman or the acting Chairman shall cast a vote to decide the question.
- b) Each Board member, in good standing, shall have one vote in all District business. Votes may be cast in the following manner.

- (1) By the Board member (being present) Or
- (2) By the duly appointed or elected Alternate Board member and recognized by the Chairman (being present) Or
- (3) By written absentee ballot signed by the Board member or Alternate.
(NOTE: this provision does not authorize vote by proxy. Such written absentee vote shall address a specific question(s).

IX. ARTICLE IX – AMENDMENTS

- A. These by-laws may be amended or repealed and other By-Laws adopted by a majority vote of all Board members.