

# Colorado State Square Dance Association

## Constitution and By-Laws

Revised July 23, 1989

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Chairman: Kay and Pres Minnick  
Pat and Bob Briskey  
Bobby and Burl Starr  
Ada and Bill Marshall  
Ex-officio: Jo Ann and Gailard Janes

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Amended January 27, 2002

### Article I - Name and Headquarters

- A. The name of this organization shall be the COLORADO STATE SQUARE DANCE ASSOCIATION (referred to hereinafter as CSSDA).
- B. The principal headquarters shall be the address of the President or such other address as designated by the Board of Directors.
- C. No part of the net earnings shall inure to the benefit of any private shareholder or individual.
- D. In the event the CSSDA dissolves, its assets will be distributed as voted by the majority of the Board of Directors.

### Article II - Objectives

- A. The primary objectives shall be to further the program and good fellowship and to promote and sponsor such activities as may tend to increase interest and participation in square, round, contra, clogging and folk dancing and to disseminate general information to the CSSDA Areas.

### Article III - Jurisdiction and Membership

- A. The jurisdiction of the CSSDA shall encompass the following areas: Denver, Colorado West, Northeast Colorado, Southeast Colorado, Tri-State, San Luis Valley and any other area approved by the Board of Directors.
- B. Membership of the CSSDA shall consist of the approved areas.

### Article IV - Dues

- A. The fiscal year shall be from April 1st to March 31st.
- B. Amount
  - 1. Annual dues for each approved area shall be determined by the Board of Directors for each member club within the area, payable to the CSSDA Treasurer in advance of the first day of April.
  - 2. Approved areas remitting dues to the CSSDA shall be regarded as member areas in good standing.
- C. Paid

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1. Area Treasurer shall remit annual dues for the member clubs within the areas to the CSSDA Treasurer.
  2. When the annual dues are remitted, the following information shall be submitted in triplicate to the CSSDA Treasurer who shall forward a copy to the President, Chairman of Publicity Committee and the CSSDA News Editor: Names of member clubs, Cities in which they are located, Full name and address of the current president of each club.
- D. Any area whose dues are more than six (6) months in arrears, and who has been officially notified that the dues are delinquent, shall be suspended from active CSSDA membership.

### **Article V - Board of Directors**

#### A. Board of Directors

1. Shall consist of Junior and Senior Representatives from each approved member area in good standing.
2. Shall be elected or appointed by the respective areas in accordance with area By-Laws, provided each member area shall designate annually, prior to January 1, the Junior and Senior Representatives to serve on the Board of Directors.
3. Past Presidents shall be members of the Board of Directors and may make and second motions and nominations, but serve without a vote.

#### B. Board of Directors Vacancies

1. In the event a member of the Board of Directors is not able to complete his term as an area representative, the affected area shall fill the vacancy as soon as possible according to their own By-Laws.
  - a. The area secretary shall inform the President of the name and address of the new Representative prior to the next CSSDA meeting.

### **Article VI - Executive Board**

#### A. Executive Board

1. The Board of Directors shall elect at the January meeting the following officers: President, Vice President, Secretary and Treasurer. Only representatives who have served at least one year, or past representatives who have served a full term as both Junior and Senior representatives and are still active in the CSSDA, are eligible for nomination to offices.
2. An active person is defined as one who has attended three (3) out of four (4) CSSDA meetings during the preceding year, plus being an active member in their own council area.

#### B. Executive Board - Composition and Duties

1. The elected officers and the immediate Past President comprise the Executive Board.
2. The Executive Board may make emergency decisions when it is not practical to call a full Board Meeting.

#### C. Executive Board - Vacancies

1. In the event of a vacancy in the office of President, the Vice-President shall assume the office of President for the remainder of the administrative year. A vacancy in any other office shall be filled by the Board of Directors at the next meeting, and a previous written notice of such vacancy shall be mailed

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to all Board Members at least fifteen days (15) prior to the meeting.

### D. Administrative Year

1. The officers elected in January will assume their duties at the end of the January meeting.

## Article VII - Duties of Officers

### A. President

1. The President shall preside at all meetings of the CSSDA, shall serve as member ex-officio of all Committees, shall make such appointments as provided for in these By-laws and shall perform such other duties as are usual and incident to the office of President.
2. The President shall submit a detailed budget for the fiscal year to be approved at the April meeting of the CSSDA.
3. Copies of this budget shall be mailed by the Secretary to the Board of Directors with meeting notices at least fifteen (15) days prior to the April Meeting of the CSSDA.

### B. Vice-President

1. The Vice President shall preside in the absence of, or at the request of the President and shall assist the President.

### C. Secretary

1. The Secretary shall keep accurate minutes in a permanent record book of all meetings of the CSSDA, (regular or special) and all meetings of the Executive Board. The Secretary in office shall be responsible for the minutes of the January meeting and shall furnish minutes and all other materials pertaining to the office of Secretary to the Secretary-elect within thirty (30) days after the January meeting.
2. The Secretary shall mail meeting notices and other material that requires attention of the Board of Directors.

### D. Treasurer

1. The Treasurer shall keep an up-to-date and complete financial record of the CSSDA. He issues receipts for all money received, sends notice to areas of delinquent dues and pays bills only on order of the Board of Directors. The Treasurers books of account shall be turned over to the Auditing Committee within thirty (30) days after the end of the fiscal year.
2. Both the President and the Treasurer shall have signature cards at the bank in which the CSSDA funds are kept, but the President shall issue checks only in the event of the Treasurer's incapacity.

## Article VII - Standing Committees

### A. General - All Committees and Committee Chairman appointed by the President serve at the pleasure of the President and unless otherwise noted their terms coincide with the administrative year.

#### a. Editor of CSSDA News

- 1) The President shall appoint the Editor of the CSSDA News.

- b. The Editor shall prepare and issue a CSSDA News at least thirty (30) days in advance of each CSSDA meeting and issue CSSDA News at such time as directed by the President or the Board of Directors.

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- c. If the News Editor does not receive other remuneration, he shall receive traveling expenses for attending CSSDA meetings.
2. Public Relations-Publicity Committee
  - a. The President shall appoint the Chairman, who in turn will select his committee members, to include all Junior Representatives.
  - b. If the Public Relation - Publicity Committee Chairman does not receive other remuneration, he shall receive traveling expense for attending CSSDA meetings.
3. National Promotion Committee
  - a. The President shall appoint the Chairman. Other members of the committee shall be selected by the Chairman.
  - b. If the National Promotion Committee Chairman does not receive other remuneration, he shall receive traveling expenses for attending CSSDA meetings.
4. State Festival Committee
  - a. State Festivals sponsored by the CSSDA shall be decided on by the Board of Directors. Operating procedures and budgets must be approved by the Board of Directors with gain or loss to be share and share alike.
  - b. The Chairman of the State Festival Committee shall be chosen by the Hosting Area. The Chairman in turn will select his own committee members.
5. By-Laws and I.R.S. Committee
  - a. The President, shall appoint a By-laws and I.R.S.Chairman. Other members of the Committee shall be selected by the Chairman.
  - b. This committee shall prepare and file the I.R.S. reports, as necessary. It shall, at the direction of the President, review and revise By-Laws for ratification of CSSDA as provided herein.
6. United Square Dancers of America (USDA) - Insurance Committee
  - a. The President shall appoint an USDA Insurance Chairman to oversee the USDA Insurance program for the CSSDA member clubs. The Chairman shall select other members of the Committee.
  - b. If the USDA Insurance Chairman does not receive other remuneration, he shall receive traveling expense for attending CSSDA meetings.

### **Article VIII - Other Committees**

- A. Past Presidents Committee
  1. Membership shall consist of all CSSDA Past Presidents.
  2. The Chairman of this committee shall be selected from the membership of the committee at the January Past Presidents meeting and ratified by the Board of Directors at the January meeting.
  3. Meetings will be held prior to each meeting of the CSSDA.
- B. Representatives Committee
  1. Membership of this committee shall consist of the Junior and Senior Representatives from each area.
  2. The Chairman shall be the Senior Representative from the hosting area. In his absence the Junior Representative would chair the meeting.
  3. Meetings will be held prior to each meeting of the CSSDA.
- C. 3-R Committee
  1. Membership shall consist of Past Presidents of CSSDA, Senior Representatives and one additional

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couple appointed by each CSSDA Council Area.

2. President shall appoint the 3-R Committee Chairman.
3. Meeting of the 3-R Committee will be held in conjunction with the regular CSSDA meetings.
4. If the 3-R Committee Chairman does not receive other remuneration, he shall receive traveling expense for attending the CSSDA meeting.

### **D. Nominating Committee**

1. The President shall appoint a Chairman and two other members each from a different Council Area.
2. This committee shall prepare a slate of officers to be placed in nomination for the election at the January meeting.

### **E. Auditing Committee**

1. The President, at the January meeting, shall appoint an Auditing Committee of three (3) with each member being of an area other than the Treasurer's.
2. The Auditing Committee shall examine the Treasurer's books. The Auditing Committee shall complete its audit and forward the books of account to the new Treasurer no later than the April CSSDA meeting.

### **F. Grievance Committee**

1. The President shall appoint a Grievance Committee Chairman from among the more active Past Presidents.

## **Article IX - Meetings, Voting, Proxies and Quorum**

### **A. Meetings**

1. The CSSDA shall hold regular meetings quarterly on the fourth Sunday of January, April, July and October, the time and place to be decided by the Board of Directors. The regular April meeting shall be known as the Annual Meeting.
2. Member-Areas are encouraged to serve as hosts to the CSSDA meetings on a rotating basis.

B. Special meetings may be called, upon written notice to all members of the Board of Directors, by the President or upon written request to the President by the majority of the members of the Board of Directors fifteen (15) days prior to the meeting date.

### **C. Voting**

1. Any member of the Executive Board and the Board of Directors or their legal proxies may make and second motions. Voting members of the Board of Directors are the Area Junior and Senior Representatives.
2. CSSDA encourages each Area Council to designate as Junior Representatives and as Senior Representatives, a square dance couple, further defined as male and a female. Each person will have a vote to decide any issues before the CSSDA.

### **D. Proxies**

1. Junior or Senior Representatives unable to attend a CSSDA meeting may have another member from his area serve as proxy. Any member serving as a proxy must have the written authority to show the Board of Directors.

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### **E. Quorum**

1. The majority of the voting members of the Board of Directors shall constitute a quorum for the transaction of business at any regular or special meeting of the CSSDA.
2. Legal proxies shall be considered a part of the quorum.

### **Article X - Amendments**

- A. These By-laws may be amended by a majority vote of the Board of Directors at a regular meeting, provided that in the written notice of the meeting, the proposed amendment(s) were given, and provided further that the proposed amendments had been considered by the Board of Directors at a previous meeting.

### **Article XI - Rules of Order**

- A. The latest edition of "Roberts Rules of Order Revised" apply on all questions of procedure not specified in these By-Laws.