

CONSTITUTION AND BYLAWS

NORTHEAST COLORADO SQUARE DANCE COUNCIL

AMENDED May 7, 2006

ARTICLE I NAME

The name of this organization shall be the Northeast Colorado Square Dance Council. Here in referred to as the NECSDC.

ARTICLE II COMPOSITION

Section 1. The area included within the NECSDC shall encompass the area from the intersection of the Wyoming/Colorado State Line at the Continental Divide, thence south to the southern edge of Boulder County, thence east along the southern Boulder County Line, thence north to the Adams County Line, thence east along the Adams County Line and the Morgan County Line, thence north along the Morgan County Line to the Washington County Line and the Yuma County Line to the Nebraska State Line. The east and north boundaries of the area shall be the border area of Colorado/Nebraska and the Colorado/Wyoming state lines, but shall include Wyoming Albany and Laramie Counties. Wyoming Border line towns shall have the option of becoming a member of the NECSDC if they so desire.

Section 2. The boundaries as described in Article II, Section 1, shall be somewhat flexible to permit membership in the NECSDC. Clubs not located within the specified area may request membership in the NECSDC, however, membership will be dependent upon approval at a Colorado State Square Dance Association (CSSDA) quarterly business meeting.

Section 3. Fiscal year shall be from January 1st through December 31st.

ARTICLE III OBJECTIVES

Section 1. The primary objective of the NECSDC shall be to further the program and the good fellowship of square and round dancing.

This council shall promote, sponsor, coordinate and publicize such activities as may tend to increase interest and participation in square and round dancing.

Section 2. The NECSDC shall affiliate with the CSSDA in upholding the objectives as outlined in the CSSDA Constitution and Bylaws. The NECSDC shall be interested in and shall actively participate in the business and affairs of the CSSDA.

Section 3. The NECSDC shall affiliate with the Northeast Colorado Callers and Cuers Association (NECCCA) for the express benefit and enjoyment of the affiliate members, callers, and cuers of the Northeast area.

ARTICLE IV MEMBERSHIP

Section 1. Membership in the NECSDC shall consist of the individual members of organized square and round dance clubs that are in good standing with the NECSDC as described in Article VI, Section 3 of these Bylaws.

Section 2. Each member-club in good standing with the NECSDC shall be entitled to two voting delegates at all general business meetings and any special meetings.

A. Each delegate shall be entitled to only one vote.

B. Authorized voting delegates may be chosen by the member-clubs in whatever manner they see fit.

C. At the beginning of each meeting, the voting delegates will receive their voting cards from the Secretary.

D. Written voting proxies shall be accepted.

Section 3. All square and round dancers in the NECSDC area shall be encouraged to attend and shall be welcomed at NECSDC general business meetings, and may participate in the discussions; but only authorized voting delegates or proxies of member-clubs in good standing with the NECSDC may make motions and vote.

Section 4. A club desiring membership in the NECSDC shall make written application, accompanied by the required dues at a general business meeting. Dues will be prorated at the time of acceptance.

A. The written application shall state the club's desire to join the NECSDC, shall give the name of the club, the type and level of dance, town and state in which the club will dance, list the dates and times of club dances, the officers names the club caller or cuer, and the names and addresses of all club members.

B. Membership in the NECSDC shall be granted upon a majority vote at a general business meeting.

C. Refer to Article II, Section 2, for further procedures for clubs applying for membership that are located outside the described area of the NECSDC.

ARTICLE V CONDUCT

The Executive Board is not to allow an environment to exist where a club member or guest can harass or be harassed by a fellow member or guest at any club or council sanctioned event.

Harassment can be defined as any act caused by one individual to trouble, worry, or torment another individual by repeated actions when the conduct has the purpose or the effect of unreasonably interfering with an individual's social activity or creating an intimidating, hostile, or offensive environment. Sexual Harassment is defined as any unwanted sexual advance, request for sexual favors, or any other verbal or physical conduct of a sexual nature. The Executive Board has the right and responsibility to confront or expel the offending party or parties whenever such activity is noticed or brought to their attention. The Executive Board or the club membership will determine other sanctions to members or guests.

ARTICLE VI DUES

- Section 1. The annual dues of each member-club shall be set in amount by the voting membership at the November general business meeting each year and be payable to the NECSDC and sent to the Treasurer by February first.
- Section 2. Any member-club whose dues (or in the event of monetary debt to the NECSDC) has/have not been paid by May first will lose their voting privileges and NECSDC Bulletin privileges. Such club may, without penalty of re-application, pay its dues and/or debt by August first. After August first, the club must make application as a new club.
- Section 3. A member-club shall be considered 'in good standing' with the NECSDC if annual dues are paid in full, in advance or within the time specified in this article or if in the event of indebtedness to the NECSDC, the account is current or deemed clear.

ARTICLE VII MEETINGS

- Section 1. The NECSDC shall have four (4) general business meetings. The meetings will be held in February, May, August and November as scheduled by the President. A quorum for the general business meetings shall be representatives from at least one-fourth of member-clubs in good standing. If a quorum is not present business cannot be conducted. The meeting may continue as informational only. The general business meeting will be rescheduled by the President within thirty (30) days with a minimum of seven (7) days notice to all member clubs in good standing and all NECSDC Officers.
- Section 2. Executive Board
- A. Meetings shall be held four (4) times each year —prior to the general business meetings. Committee chairmen and designated club representatives may be invited to attend the Executive Board meetings.
- B. An Executive Board orientation meeting shall be held some time after the November general business meeting and before February first. This meeting will be for the purpose of acquainting officers-elect with the NECSDC business and preparing a budget for the upcoming year.

- C. Quorum for the transaction of the business at the Executive Board meetings shall be four officers – one of which shall be the President.

Section 3. Special Meetings

- A. Meetings may be called by the NECSDC President providing written notice is mailed to all NECSDC officers and member clubs in good standing two weeks prior to the meeting.
- B. The President must call a special meeting if at least five member-clubs in good standing with the NECSDC make a written request stating the nature/purpose for such a meeting.

ARTICLE VIII OFFICERS

Section 1. The elected officers of the NECSDC shall be the President, Vice President, Secretary, Treasurer, and the Junior and Senior Representatives to the Colorado State Square Dance Association.

- A. Election of officers shall be held at the November general business meeting and shall be by majority vote of the authorized voting delegates present from NECSDC member-clubs in good standing.
- B. All elected officers shall be members of member-clubs in good standing with the NECSDC at the time of election.
- C. The term of all officers, except Representatives-to-CSSDA, shall be one year, the term beginning at the first general business meeting of the year. A member, whether a couple or single person, shall hold only one office at a time.
- D. Junior and Senior Representatives will be four (4) individuals, and may consist of two (2) individuals or one (1) couple for each position. The term of office will be two years, with Junior Representatives being elected each year and then advancing to Senior Representatives the second year. The Representatives will receive travel expense to attend the CSSDA business meetings.
- E. Installation of officers will be at the beginning of new business at the first general business meeting of the year.

Section 2. The Executive Board of the NECSDC shall consist of the President, Vice President, Treasurer, Secretary, Immediate Past President and the four Representatives-to-CSSDA.

- A. The Executive Board shall be empowered to act for the NECSDC concerning business issues arising between general business meetings-

B. The Executive Board may not change or enact policy without the vote of the council club representatives.

Section 3. In the event of a vacancy in the office of President, the Vice President shall succeed to the office of President.

Section 4. In the event of any officer vacancy, with the exception of President, the NECSDC President will appoint a successor(s), to be ratified by the Executive Board.

Section 5. Duties of Officers:

A. Immediate Past President - The Immediate Past President shall:

1. Serve the NECSDC in an advisory and consultatory capacity.
2. Be an active member of the Executive Board.
3. Assist the President and all the officers in every way possible.

B. President - The President shall:

1. Preside at all general business and special meetings of the NECSDC and at all Executive Board meetings.
2. Prepare a written agenda three weeks prior to every general business meeting and forward it to the Secretary for distribution. This agenda shall be followed at the NECSDC meetings.
3. Notify the Vice President in advance if unable to attend a meeting and furnish the Vice President with a written agenda.
4. Serve as an ex-officio member of all Committees except the Nominating Committee.
5. Make such appointments as provided for in the Bylaws of the NECSDC.
6. Maintain permanent files to be passed on to *the* succeeding President at the first general business meeting of the year.

C. Vice President – The Vice President shall:

1. Preside at general business or special meetings in the absence of the President.
2. Serve as Chairman of the Membership Committee.
3. Serve as the Insurance Chairman should no other volunteer wish to take this position.
4. Serve as the representative of the NECSDC to the NECCCA.
5. Maintain the flags and Council Banners, and procure sound system as As needed.

D. Secretary – The Secretary shall:

1. Distribute copies of the general business meeting agenda and notice of topics to all officers and to each member-club at least two weeks prior to the meeting.
2. Distribute Executive Board meeting notices to all officers and to each member club at least two weeks prior to the Executive Board meeting.
3. Keep accurate minutes in the permanent minutes book of all NECSDC meetings.
4. Call the roll at all meetings and establish a quorum.
5. Maintain sign-in sheets for all general business meetings.
6. List in the minutes the names of all member-clubs and the number of their representatives in attendance.
7. Issue delegate-voting cards.
8. Conduct the correspondence as directed by the President.
9. Maintain an up-to-date mailing list of member-clubs in good standing, their officers and members, NECSDC officers, and NECCCA officers. These lists shall be considered confidential information for - and only for - the use of NECSDC and shall under no circumstances be sold or shared in any manner with any outside entity.
10. Maintain the Secretary's permanent files and permanent record book to be passed on to the succeeding Secretary at the first general business meeting of the year.
11. Receive and maintain all original documents generated by committees and business transactions, at the termination of their task, for archival purposes.
12. Maintain a current copy of the Colorado State Square Dance Association's Constitution and Bylaws and Policy Sheets.
13. The secretary's documents deemed historical shall be held in perpetuity.

E. Treasurer – The Treasurer shall:

1. Be custodian of all funds of the NECSDC.
2. Establish a checking account, a savings account, and certificate of deposit, if needed, under the name Northeast Colorado Square Dance Council in a bank of his/her choice.
3. Receive and collect subscriptions and advertising fees for the NECSDC Bulletin. Information will be forwarded to the NECSDC Bulletin Editor within three (3) to five (5) business days.

4. Issue receipts for all monies received.
5. Deposit all monies received within three (3) business days in the appropriate NECSDC account.
6. Pay all bills, by check, authorized by the approved budget or by majority vote at a general business meeting.
7. Maintain records of all receipts and disbursements.
8. Make a financial report at all NECSDC general business meetings.
9. Maintain permanent books and files to be passed on with the funds of the NECSDC to the succeeding Treasurer on the first general business meeting of the year.
10. Remit NECSDC dues to the CSSDA as outlined in the CSSDA Constitution and Bylaws.
11. Remit United Square Dancers of America (USDA) insurance premiums to the CSSDA Insurance Representatives as soon as possible, and no later than the first of December of each year, if required.
12. Present all financial records to the Financial Review Committee by 10 January of each year.
13. The Treasurer and the President shall each be authorized signers – on the bank signature cards – for the accounts, but the President shall issue checks only in the event the Treasurer is unable to do so.
14. Each of the Treasurer’s yearly records shall be held and maintained for a period of seven years.
15. The Treasurer shall furnish the Secretary a copy of the NECSDC Bulletin subscription list on a regular basis as the records are updated. The subscription list shall be considered confidential information for - and only for - the use of the NECSDC and shall under no circumstances be shared in any way with any outside entity.

F. Jr and Sr. Representatives to CSSDA – The Representatives to CSSDA shall:

1. Attend all business meetings of the CSSDA
Present reports at NECSDC meetings, with the
 - A. Senior Representatives reporting the business affairs of CSSDA
 - B. Junior Representatives reporting on the publicity affairs of the CSSDA.
3. Represent the NECSDC at the CSSDA and shall vote and act in the best interests of the NECSDC in accordance with the objectives as

outlined in NECSDC Bylaws and the CSSDA Constitution and Bylaws.

4. In the event a Representative is unable to attend a specific CSSDA meeting, the Representative may choose a proxy to attend in his/her place. The proxy shall be an active member of a NECSDC member-club in good standing.

ARTICLE IX COMMITTEES

Section 1. Nominating Committee

At, or shortly after, the August meeting, the President shall appoint a Nominating Committee of at least three members, no two of which can be from the same member-club, and designate a Chairman. The Nominating Committee shall prepare a slate of at least one qualified member for each office, being certain all nominees are members of member-clubs in good standing with the NECSDC. The Nominating Committee Chairman shall present the slate for election at the November general business meeting.

- A. All nominees must submit, in writing, permission to be placed on the ballot.
- B. Additional nominations may be made from the floor at the time of election providing that the nominee has given written consent or is present and consents to run.
- C. No member of the nominating committee may run for an office, unless nominated from the floor.

Section 2. Membership Committee

In addition to the NECSDC Vice President as Chairman, the Publicity Chairman and the 3R Representatives shall serve on this committee. Members of this committee, when possible, shall visit member-clubs and club lessons to stimulate interest in the activities and affairs of the NECSDC. Membership Committee members are encouraged to sign in as representatives of the NECSDC.

Section 3. Publicity – Public Relations Committee

The President shall appoint a Chairman and additional members for this committee. This committee shall prepare, coordinate, and release publicity articles regarding the activities of the NECSDC to newspapers and radio stations. This committee shall consistently strive to stimulate the interest of the general public in square dance activities and to interest non-dancers in taking square dance lessons.

- A. This committee shall be encouraged to coordinate publicity activities with NECCCA.
- B. The Publicity-Public Relations Chairman shall be the Historian.
- C. This committee shall keep track of and maintain the Showcase that will be displayed at the CSSDA State Festival Showcase of Ideas.

Section 4. Recruit, Retain and Regain (3R) Representatives

The President shall appoint a couple – or two individuals – at the May meeting to attend the CSSDA meetings to represent the NECSDC in all functions of the CSSDA 3R Committee.

- A. The 3R Representatives term will be July through June of the following year, to allow for continuity in the position and to coincide with the CSSDA 3R Committee Chairman's term.
- B. In the event no one is appointed for the 3R Representative, the current Junior Representatives will take over the position at the July CSSDA meeting.

Section 5. Northeast Colorado Square Dance Council Bulletin Committee

The President shall appoint an Editor to coordinate, solicit advertising, assemble, publish, and distribute the NECSDC Bulletin.

- A. The NECSDC Bulletin shall be published four times a year, in February, May, August, and November.
- B. The Editor shall suggest subscription and advertising rates for approval by the NECSDC at a general business meeting.
- C. The Treasurer shall collect all subscriptions and advertising fees. All information shall be submitted to the Editor within three (3) to five (5) business days.
- D. The NECSDC Bulletin Editor shall submit a written report of *NECSDC* Bulletin activities at each NECSDC general business meeting.
- E. The Editor shall furnish the President and Secretary a NECSDC Bulletin each time of issue for their records.
- F. The Editor shall house any NECSDC equipment utilized for the publication of the NECSDC Bulletin and shall have control of who is to operate the equipment.

Section 6. Financial Review Committee

The President shall appoint a Financial Review Committee at the November general business meeting. This committee shall consist of three members, of which one member shall be a member of the Executive Board.

- A. This committee shall review the Treasurer's books and present a written report at the NECSDC February general business meeting.
- B. The Treasurer shall be present at the Financial Review to clarify any possible questions.

Section 7. Insurance Committee

The Vice President shall be the Insurance Chairman, unless a volunteer agrees to take the position.

- A. The Insurance Chairman shall consult with the CSSDA USDA Insurance Chairman to determine the annual insurance premium fees.
- B. The Insurance Chairman shall maintain membership lists of all member-clubs in good standing who wish to insure through the NECSDC.
- C. The Insurance Chairman will prepare and send enrollment packets to the NECSDC member clubs. After the club completes the enrollment application, the application packet and premium payment will be sent to the NECSDC Treasurer. The Treasurer will send two copies of the enrollment application packet plus the insurance premium to the CSSDA USDA Insurance Chairman. An additional copy will be sent to the NECSDC Insurance Chairman for their records. The Treasurer will retain a fourth copy.
- D. An Enrollment Insurance packet consists of the following forms:
 - United Square Dancers of America (USDA) Insurance Program 200# (application form)
 - Request For Certification of Additional Insured for Special Dance
 - Club Membership List
 - Club Calendar of Dances
 - Premium Payment of the specified amount per dancer payable to the NECSDC

Section 8. The President may appoint ad hoc committees as needed with the approval of the Executive Board and/or NECSDC.

Section 9. All Committees shall make regular reports at NECSDC general business meetings and dispense one copy each to the President, the Secretary, and the NECSDC Bulletin Editor.

ARTICLE X RULES OF ORDER

The latest edition of “Roberts Rules of Order Revised” applies on all questions of procedure not specified in these Bylaws, and any special rules of order the Executive Board may adopt.

ARTICLE XI AMENDMENTS TO THE NECSDC BYLAWS

These Bylaws shall be reviewed every two-calendar years. The Bylaws may be amended at a general business meeting of the NECSDC by a two-thirds vote of the voting delegates present. The proposed amendments shall be submitted in writing to all NECSDC officers and to all member-clubs in good standing with the agenda for the appropriate general business meeting and become valid at the time of ratification.

ARTICLE XII POLICY SHEETS

The NECSDC Executive Board will prepare policy sheets that will provide further definition, interpretation of policy and procedural decisions of how the organization will carry out and implement the Constitution and Bylaws.

This document was presented as the proposed modification to the By-laws for the Northeast Colorado Square Dance Council on November 6, 1994 and February 5, 1995 and was adopted February 5, 1995. Betty and Jere Harris, Karen and Jerry Copeland, Sue and Tom Nelson, Jan and Chet Sherman

Changes to this document were presented to, and approved by, the NE Council on May 2, 1999. Committee: Jerry & Karen Copeland, Barry & Michalle Messmer, Rich & Rene' Mortenson, Kirby & Gloria Hanson.

Changes to this document were presented as the proposed modification to the By-laws for the Northeast Colorado Square Dance Council on November 4, 2001 and were adopted February 3, 2002. Rich & Rene Mortenson, Ron & Jeanne Miller, John & Regina Riecken, Gary & Nell Coffey and Larry Kaylor, Committee Members.

Changes to NECSDC Bylaws were presented and adopted November 6, 2005 at the general business meeting. Changes were presented by: Sue Nelson, Linda Goble, Gloria Hanson, and Butch Hartson.

Changes to this document were presented and adopted by the NECSDC at the general business meeting on May 7, 2006. Committee Members were: Ron and Jeanne Miller, Rich and Rene Mortenson, Kirby and Gloria Hanson, Johnny and Margaret Adams with assistance from Ralph and Linda Goble, Jerry and Karen Copeland, Steve and Sandie Cooper, and Carolyn Quinn.

Changes to these Bylaws were presented and approved at the General Business meeting on August 2nd 2009. Committee members were Jerry and Karen Copeland, Chairman, Ron and Jeanne Miller, and Don and Dorothy Bush.