

**Adopted May, 1961**  
Revised November, 1997  
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## **Bylaws**

### **Colorado Round Dance Association**

#### **Article I – Name**

The name of this organization shall be Colorado Round Dance Association, hereinafter referred to as CRDA. The official address of CRDA shall be the home address of the President.

#### **Article II –Purposes**

The purposes of CRDA shall be: to encourage, foster and promote Round Dancing in Colorado, the United States and the World; to provide for the free exchange of dance related material, other useful and helpful information, and ideas among members and other interested parties; to offer training, advice, and encouragement to members and other interested parties; to engage in other activities including encouraging use of Rounds of the Quarter from national associations, organization of various Round Dance events, and dissemination of information related to dance offerings.

#### **Article III – Members**

##### **Section 1. Eligibility for membership.**

Membership in CRDA shall be available to anyone who participates in or is interested in Round Dancing.

##### **Section 2. Dues.**

Dues shall be paid by members (individual, couple, or family at a single mailing address) at an annual rate that is established by the Board of Directors, and payable on January 1. The membership year is January 1 to December 31, with dues prorated for those joining in the middle of the membership year.

##### **Section 3. Delinquency of Dues.**

Dues shall be due and payable as stated in Section 2 of this article. A member shall be considered in good standing when dues are paid on time. Dues shall be delinquent one month after they are due. If dues are not paid within two months after the due date, membership shall be forfeited.

##### **Section 4. Application for Membership.**

Forms for membership application shall be provided by the Membership Committee to prospective members. Membership shall become active when dues are received along with a completed membership application.

##### **Section 5. Membership Requirement.**

Only members in good standing are eligible to serve on the CRDA Board of Directors or CRDA committees, to cue or provide instruction at CRDA sponsored events, or to hold a proxy at CRDA meetings.

## **Article IV. Management.**

### **Section 1. Board of Directors.**

Management of CRDA shall be invested in the CRDA Board of Directors consisting of nine (9) elected Directors. These positions shall be filled by CRDA members (individual, couple, or family at a single mailing address).

#### **A. Voting.**

Each position on the board, except the President, may cast one vote — total of eight votes — on each question brought before the board. The President may vote if it would affect the result, or if the vote is by ballot. Issues brought before any meeting of the Board of Directors may be voted on by the Directors attending the meeting or by proxy.

#### **B. Voting by Proxy.**

Voting by proxy shall be subject to the following conditions and procedures.

1. The elected Director shall provide a reason for the proxy.
2. The proxy shall be held by an individual or couple who is a member in good standing of CRDA, and who is not currently an elected Director.
3. The proxy shall be authorized by the absent Director, who shall identify the proxy, and the specific meeting for which the proxy is authorized. The proxy shall enjoy all the rights and privileges of a Director, including being counted toward the quorum requirement, for the duration of the meeting for which the proxy is authorized.

### **Section 2. Duties of the Board of Directors.**

The Board of Directors shall manage the activities of CRDA, acting in the best interests of the organization and the purposes for which it was established.

### **Section 3. Election of the Board of Directors.**

- A. All candidates for the Board of Directors shall be members in good standing of CRDA. Annually three (3) Directors shall be elected for a terms of three (3) years. If they desire, Directors will be eligible for re-election and serve two consecutive terms. After serving two consecutive terms, at least one year shall elapse before Directors are eligible for re-election.
- B. Directors shall be residents of the State of Colorado. The Board of Directors shall consist of no more than three (3) cuer/instructor individuals or couples. Representation on the Board of Directors shall be sought from as wide a geographical area as possible.
- C. Members of CRDA shall cast their votes for Directors by proper indications on their ballots. Absentee ballots or voting by proxy shall not be allowed.
- D. Directors shall be elected from the candidates by plurality. Ballots shall be tabulated by special committee appointed by the President. -The results of the election shall be announced before the close of the meeting.
- E. Directors shall be removed from office for missing two consecutive meetings, except by an acceptable excuse.
- F. Vacancies occurring between elections shall be filled by a vote of the Board of Directors. Directors elected to fill vacancies shall serve the remainder of the term for the Director whom they are replacing.

### **Section 4. Terms of Office.**

The terms of office shall be from January 1 through December 31.

## **Article V. Officers.**

### **Section 1. Officers.**

The officers of CRDA shall be President, Vice-President, Secretary and Treasurer.

### **Section 2. Duties of Officers.**

#### **A. President.**

The President shall:

1. direct and coordinate all functions and activities of CRDA, its officers and its committees.
2. be ex officio (non-voting) a member of all committees, except the Nominating Committee.
3. enforce the spirit and letter of CRDA purposes as expressed in these Bylaws.
4. so far as possible, attend meetings of the Board of Directors and Standing Committees.
5. preside at Board of Directors meetings, the annual General Membership meeting, and special General Membership meetings.
6. co-sign all checks along with the Treasurer.
7. subject to the approval of the Directors, appoint members to the various committees as necessary for the furtherance of CRDA purposes. Appointments for the next term shall be made by the newly elected President.
8. along with the Secretary, receive reports from committees and forward them to the Directors.

#### **B. Vice-President.**

The Vice-President shall:

1. assist the President in routine duties.
2. act in place of the President in case of the President's absence or incapacity.
3. chair the Nominating Committee and recruit committee members.

#### **C. Secretary.**

The Secretary shall:

1. handle all correspondence and permanent records of CRDA.
2. be responsible for the reproduction and distribution of various materials to members and Directors.
3. maintain efficient files for reports, correspondence, manuals, dance material and the like.
4. send messages of greeting, get-well, condolences, and so on from CRDA to members and their families.
5. acquire liability insurance for CRDA sponsored dance events.
6. along with the President, receive copies of reports and minutes from committees, and file and distribute as appropriate.

#### **D. Treasurer.**

The Treasurer shall:

1. be responsible for financial and fiscal affairs of CRDA and shall keep complete and accurate records.
2. render yearly financial reports to CRDA which shall be reviewed by members with appropriate experience. Interim reports shall be presented at Board of Directors

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meetings. A professional financial review of these records shall be conducted within thirty (30) days after the expiration of the term of office.

3. issue all checks
4. co-sign all checks with the President.

### **Section 3. Election of Officers.**

The election of officers shall take place as soon as possible after the election of the Directors. Officers shall be elected by plurality from the new Board of Directors. New and outgoing Directors shall be eligible to vote for officers.

### **Section 4. Terms of Office.**

Officers of CRDA shall serve one-year terms from January 1 through December 31.

## **Article VI. Meetings.**

CRDA meetings shall be conducted according to Robert's Rules of Order, Newly Revised, except as specified in these Bylaws.

### **Section 1. Meetings of the General Membership.**

A quorum for meetings of the General Membership shall be ten percent (10%) of the members in good standing.

- A. CRDA shall hold a General Membership meeting annually at the Gala. The purposes of this meeting shall be to conduct business of importance and relevance to the members, including items such as, but not limited to, election of Directors and presentation of reports of committees.
- B. Special General Membership meetings may be called by the Board of Directors, on request of at least twenty members, at such time and place as the Board of Directors shall determine. All members shall be notified by the Secretary of such special General Membership meetings not less than ten days in advance. Notice shall include the specific business to be conducted at the meeting.

### **Section 2. Meetings of the Board of Directors.**

- A. The Board of Directors shall hold regular meetings to address the business of CRDA. The frequency of meetings shall be determined by the President in consultation with the Board of Directors. A quorum of for meetings of the Board of Directors shall be 50% of the Directors. These meetings shall be open to members in good standing, except when the Board is in Executive session.
- B. The Directors may retire to Executive session as needed to address issues that may not be appropriate for public discussion. Request for Executive session shall be approved by majority vote of the Directors present.

## **Article VII. Fiscal Year.**

The Fiscal Year of CRDA shall commence on January 1 and end on December 31.

## **Article VIII. Standing Committees.**

### **Section 1. Standing Committees.**

- A. The Standing Committees of CRDA shall be: Cuer Selection, Gala, Hall of Fame, History, Library, Membership, Newsletter, and Public Relations.
- B. Members of the Cuer Selection, Hall of Fame, History, Library, Membership, Newsletter, and Public Relations Committees, and the Strolling Rounders and Website Subcommittees shall be

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appointed by the President, subject to the approval of the Board of Directors. The members of each committee or subcommittee shall select a Chairman.

- C. The Cuer Selection and Hall of Fame Committee members shall serve terms as described in Article VIII, Section 2. The President shall, to the degree possible, avoid appointment of members to consecutive terms.
- D. Membership of the Gala Committee shall include a Chairman and an Assistant Chairman. The Assistant Chairman shall be appointed by the President, subject to the approval of the Board of Directors. The Assistant Chairman shall become Chairman the following year.

### **Section 2. Duties of the Standing Committees shall be:**

- A. Cuer Selection. The Cuer Selection Committee shall be responsible for nominating prospective Gala guest instructor couples for consideration by the Board of Directors. This committee shall include three members of CRDA. Committee members shall serve three-year terms. One member of the committee shall be a cuer/instructor. The Assistant Gala Chairman may serve as the fourth member of this committee.
- B. Gala. The Gala Committee shall plan, organize and carry out the annual CRDA Gala. The committee Chairman may appoint various subcommittees to accomplish the various tasks required. This committee shall be directly responsible to the Board of Directors.
- C. Hall of Fame. The Hall of Fame Committee shall be responsible for selecting and recognizing active and inactive CRDA members who have contributed significantly to CRDA. This committee shall include three members of CRDA. Committee members shall serve three year terms. Operating procedures for this committee, including changes as they are deemed appropriate, shall be formulated by the committee, and subject to approval of the Board of Directors.
- D. History. The History Committee shall collect, archive and index items of historical interest to CRDA and its members.
- E. Library. The Library Committee shall organize, store, index and make available materials of interest to CRDA and its members.
- F. Membership. The Membership Committee shall recruit new members and act promptly and fairly upon application forms for membership. The committee shall issue cards, badges and other insignia concerning membership in CRDA.
- G. Newsletter. The Newsletter Committee shall be responsible for gathering and editing information, and publishing a Newsletter at a frequency determined by the Board of Directors. The chair of this committee shall be the Newsletter Editor.
- H. Public Relations. The Public Relations Committee shall conduct a vigorous, aggressive and continuous campaign to acquaint the general public with the advantages and pleasures of Round Dancing. The committee shall, using all available means, arrange for demonstrations of dancing, produce and circulate printed materials, and establish and maintain a central information bureau. The committee shall establish subcommittees as needed. There shall be two standing subcommittees: Strolling Rounders and Website.
  - a. Strolling Rounders. The Strolling Rounders Subcommittee shall arrange visits by CRDA members to clubs and classes throughout Colorado. These visits shall be used to promote membership in the organization and to notify dancers of upcoming dance events.
  - b. Website. The Website Subcommittee shall design, develop and regularly update a website to notify members and others of CRDA related activities and related information.

### **Article IX. Amendments and Additions.**

These Bylaws may be amended at any meeting of the General Membership by a two-thirds vote of members present, provided complete text of the proposed amendments have been published in the

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Newsletter for two consecutive issues or have been published in the Newsletter once and available on the CRDA website for three months.

### **Article X. Dissolution.**

In the event of dissolution, disbanding or other termination of CRDA, any assets remaining over and above liabilities shall be converted into cash and shall be disbursed to such groups or associations as shall, in the opinion of the Board of Directors, be best qualified to use the funds for the furtherance of Round Dancing in the state of Colorado.

### **Article XI. Unstated Rules.**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern CRDA in all cases for which they apply, and in which they are consistent with these Bylaws and any special rules of order that CRDA may adopt.

### **Article XII. Definitions.**

The following definitions apply to these Bylaws.

**Board, Current:** Those members of the CRDA Board of Directors who are currently serving their terms of office.

**Board, New:** Those members of the CRDA Board of Directors who will serve in the upcoming year.

**Board, Outgoing:** Those members of the CRDA Board of Directors whose term of office ends in the current year.

**Cuer, Instructor:** An individual or couple who provides instruction in Round Dancing and/or cues at Round or Square Dance events.

**Cue:** The act of verbally announcing the figures and steps of a Round Dance routine as an aid to dancers.

**Gala:** An annual Round Dance event sponsored by CRDA, traditionally held in November.

**Guest Instructor:** A cuer/instructor hired to provide instruction at the Gala.

**Member:** Individual, couple, or family at a single mailing address who participate and/or are interested in Round Dancing and decide to join CRDA.