

Bylaws

Texas Round Dance Teachers Association

Attached hereto, and made a part thereof, are the Bylaws governing the operation of the Texas Round Dance Teachers Association.

1. Membership

This section specifies the requirements, rights and duties of the members as stated in Article III of the Constitution.

A. Regular Member

A Regular Member shall be actively engaged in the teaching of round dance basics and/or higher levels of round dance movements or forms as a member of a Teaching Unit. A Teaching Unit can be either a solo teacher or a couple who are co-teachers.

A Regular Member shall be a resident of the state of Texas or, if not a resident of Texas, is actively teaching a club or group in Texas that meets on a regular basis.

Rights and responsibilities include:

- Shall pay yearly dues.
- Shall receive all organization mailings including the monthly newsletter.
- Can serve on committee(s) as a member or chairperson.
- Can be elected or appointed to an office.
- Can vote on any organization matter.
- Shall abide by the Roundalab Code of Ethics.
- Shall support the organization functions.
- Shall maintain a current BMI/ASCAP license.
- Shall keep the organization advised of any change in their activities which might change their membership classification.

B. Cuer Member

A Cuer member shall be actively engaged in cueing round dances at square or round dance clubs, festivals or programs. A Cuer member shall be a resident of the state of Texas or, if not a resident of Texas, is actively cueing in Texas on a regular basis.

Cuer members shall have all the rights and responsibilities of a regular member except that they may not be elected as an officer of the organization as described in Section 2, Term of Office and Officer Duties. A cuer member may, however, be appointed to an appointed office.

C. Subscriber Member

A subscriber member shall be any person who wishes to subscribe to the purposes of the organization as stated in the Constitution. Rights and responsibilities include:

- Shall pay yearly dues.
- Shall receive the monthly newsletter.

- Cannot vote on any organization matter.
- Cannot hold an elected or appointed office.

D. Honorary Member

An honorary member shall be any teacher who has been an outstanding supporter of round dancing in Texas, who has retired from actively teaching or cuing round dances, and who after being recommended by the honorary committee to be an honorary member has been elected by the membership at a regularly scheduled meeting. Rights and responsibilities include:

- Shall receive all organization mailings including the monthly newsletter.
- Can serve on non-standing committee(s) as a member.
- Shall not be assessed annual dues.
- Cannot hold an elected or appointed office or serve as a committee chairperson.
- Cannot vote on any organization matter.
- Shall abide by the Roundalab Code of Ethics.
- Shall support the organization functions.

2. Term of Office and Officer Duties

The term of office shall be one fiscal year.

Election of officers shall occur at a regular scheduled meeting. Elected officers include:

A. President

The president shall preside at all business meetings, appoint all representatives and committees, communicate regularly with all officers and committee chairs, assist committees and other officers when necessary, and be authorized to sign checks in the absence of the treasurer.

B. First Vice President

The first vice president shall preside at all meetings in the absence of the president, shall perform duties assigned by the president, and shall be the chairperson for the honorary member committee.

C. Treasurer

The treasurer shall keep an accurate record of all the incoming and outgoing funds and shall make disbursements on behalf of the organization provided that approval has been given for those disbursements by either the membership at a meeting or the Executive Board. All expenditures shall be supported by a receipt or voucher. The Treasurer shall maintain a roster of all members, including regular, subscriber, and honorary members.

The president shall at a minimum appoint the following officers. The term of an appointed officer shall be one fiscal year. Appointed officers include:

D. Secretary

The secretary shall keep accurate minutes of all meetings and shall send a copy of the minutes of each meeting to the Executive Board. In addition, the secretary shall maintain all minutes of past meetings to maintain the history of the organization.

E. Newsletter Editor

The newsletter editor shall compile, edit and publish a monthly newsletter containing newsworthy information received from members and others. All material published in the newsletter shall contribute to the purposes of the organization.

F. Webmaster

The webmaster shall maintain the website for the organization and update as appropriate through information from the Executive Board.

3. Meetings

At least one elected officer must be present for an official meeting to be convened. If the president cannot attend an official meeting, the most senior elected officer present will chair the meeting. Notice must be made to the membership at least 30 days prior to a scheduled meeting providing the date and time of the meeting. Those regular members present at an official meeting shall constitute a quorum.

4. Resignations

If at any time a member wishes to resign from the organization, they may submit their intentions in writing to the secretary or the treasurer. No prorata refund of dues shall be made if a member resigns before the end of the fiscal year as stated in the Constitution.

5. Dues and Assessments

A. Dues

Dues shall be due and payable on or before 1 July of each year. There shall be no proration of dues, however dues of members joining during the last quarter of the fiscal year shall be applied to the next year effectively providing that quarter free.

The financial circumstances of the organization shall be reviewed periodically and the amount of the dues shall be regulated by vote of the membership according to the needs of the organization.

B. Assessments

No assessments shall be made of the membership of the organization, except by two-thirds (2/3) vote of the membership present and voting at any scheduled meeting.

C. Membership Forfeiture

Membership is forfeited upon failure to pay dues after a period of three (3) months. A notice of delinquency shall be sent out by the Treasurer after sixty (60) days.

6. Visitors

Visitors may attend meetings as guests.

7. Voting

Voting shall be by regular members only. A simple majority of members present and voting at a scheduled meeting or by properly authorized proxy vote will prevail. Proxy votes must be

executed in writing or by email and delivered to the President prior to the scheduled meeting at which the vote is to be taken. Voting may be done by voice or a show of hands unless someone entitled to vote objects, in which case written ballots shall be used. Counting of votes shall be done by the officers or by a special committee appointed by the president.

8. Officer Vacancies

A vacancy in the office of president shall be automatically filled by the first vice president. All other vacancies shall be filled by appointment of the president in office.

9. Voice of the Organization

No opinion, endorsement or preference purporting to have been made by the organization shall be publicized, unless such opinion, endorsement, or preference shall have been determined by an actual poll of the whole membership.

10. Committees

This section describes customary committees of the organization. Additional committees may be appointed by the President as required.

A. Honorary Member Committee

The honorary member committee shall consist of the current Executive Board of the organization. The first vice president of the organization shall chair the committee. The committee shall determine eligibility of candidate requirements.

Any regular member may nominate a candidate for honorary member by submitting that nomination to the first vice president.

Candidates for honorary membership must receive a majority vote by the committee to be considered for honorary membership at a regularly scheduled meeting.

B. Scholarship Committee

The scholarship committee shall be appointed by the president. The committee shall prepare and maintain guidelines for selection of candidates for scholarship and actively solicit candidates. The scholarship is awarded by approval of the regular members at a regularly scheduled meeting.

11. Parliamentary Authority

The rules contained in the latest edition of Robert's Rules of Order shall govern the organization in all cases in which they are applicable, and in which they are not inconsistent with these bylaws or any subsequent rule of order of the organization.

12. Code of Ethics

Regular and honorary members should subscribe to the Roundalab Code of Ethics. This document is posted on the Roundalab website at www.roundalab.org.