

BYLAWS FOR
ALBUQUERQUE SQUARE DANCE CLUB, INC.

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COMPLETE REVISION OF BYLAWS

BYLAWS FOR
ALBUQUERQUE SQUARE DANCE CLUB, INC.

ARTICLE I. MEMBERSHIP

Section 1. Eligibility: Any Square or Round Dancer interested in becoming a member of Albuquerque Square Dance Club (hereafter referred to as “ASDC”) may apply by submitting the New Membership Application and paying the applicable dues. No person will hold more than one membership. ASDC will solely determine its own membership.

Section 2. Application: In making application for membership, applicants will give his/her mailing address and thereafter the member will inform the treasurer of any change in that contact information.

Section 3. Classes: The membership of ASDC will be divided into two (2) classes Adult and Youth.

- a. Adult members are those persons 18 years or older who have qualified for membership. Adult members who pay a one-time lifetime membership fee, as established by the Board (hereafter referred to as “Board”) will be “lifetime members”.
- b. Youth members are those members under the age of 18 years. Youth members will not be entitled to vote or be elected to the Board. Youth members shall apply for adult membership when they attain the age of 18 years.

Section 4. Membership status: Adult membership in ASDC will be further designated as either active, inactive, or retired.

- a. **Active members** will be those adult members:
 - i. who have paid current dues or
 - ii. who have paid a lifetime membership fee as established by the Board and has not applied for retired status.
- b. **Inactive members** are those adult members who are delinquent in the payment of dues.
- c. **Retired members** will be those lifetime members who have voluntarily decided not to participate in the activities of ASDC or those lifetime members whose notice of the most recent annual meeting has been returned by the Post Office as undeliverable, no forwarding address. Retired members may return to active status at any time by notifying the treasurer of the Board with their current contact information.

Section 5. Renewal: Membership may be renewed annually by payment of the annual

dues. The membership will become inactive if dues are delinquent under ARTICLE II, Section 3.

Section 6. Membership cards: A membership card, bearing the member's name, will be issued signed by the president or vice president and counter signed by the treasurer. In the event a member has lost his/her membership card, the treasurer will issue a new card on request. Each card will contain a statement, printed in clear type, that ASDC is a non-profit corporation.

Section 7. Suspension: Any member may be suspended from membership as provided in ARTICLE IV, Section 7. No monies will be refunded.

ARTICLE II. DUES

Section 1. Amount: Every Adult member of ASDC, except lifetime members, will pay annual dues in the amount determined by the Board, under ARTICLE III, Section 2.

Section 2. When Due: Annual dues will cover the fiscal year of the corporation and will be due on the first day of the fiscal year, February 1 of each year.

Section 3. Delinquency: Should a member not pay his/her dues within three months after they become due, i. e. by May 1 of each year, such member will automatically be considered inactive for failure to pay such dues. Inactive members will be subject to the payment of the established guest fee for each event attended.

Section 4. Reinstatement: A member who has been inactive may be reinstated upon making proper application and tendering dues for the current year.

Section 5. Pro-rating: The annual dues for new members joining during the fiscal year will be prorated based on the corporation's rates listed on the current Board approved application.

Section 6. Current dues:

- a. Annual dues will be determined in accordance with Article III, Section 2.
- b. Lifetime dues are ten (10) times the annual dues.

ARTICLE III. FINANCES

Section 1. Banks: All monies of the ASDC will be deposited in any bank or branch thereof as may be designated by the Board.

Section 2. Financial decisions: All Board action in matters involving dues, fees, and rental rates or expenditures of more than \$500 will be determined by vote in a regular or special Board meeting with at least six directors concurring.

Section 3. Payments: Except as herein otherwise provided, the monies of the ASDC will be paid out only by check, signed by either the president or vice president and by the treasurer.

Section 4. Petty cash: The Board may authorize the treasurer to have a petty cash fund in an amount determined by vote of the Board.

ARTICLE IV. DIRECTORS

Section 1. Elections: At the annual meeting there will be elected three directors to serve for three fiscal years and at the same time there will also be elected any other director or directors as might be necessary to fill any unexpired term that has been created in the Board during the past year.

Section 2. Board officers: Immediately following adjournment of the annual meeting of ASDC, the Board of Directors will meet and elect officers for the ensuing fiscal year.

Section 3. Vacancies: Should a vacancy occur in the Board by death, resignation, removal or failure to pay dues, the remaining directors will, by majority vote, appoint from the membership a director to serve until the next annual meeting at which time a director will be elected by the membership to serve for the unexpired term. See Article IV, Section 3.

Section 4. Meetings: The Board will have regular meetings not less than once per calendar quarter. Each director is expected to attend all meetings; however, the President or Vice President shall excuse any member from a meeting. The recorded unexcused absenteeism of any director for three regular meetings of the Board in any consecutive twelve-month period will constitute automatic removal of that director from the ASDC Board and the vacancy will be filled as provided in these Bylaws. A quorum shall consist of a majority of the Directors.

Section 5. Powers: The Board will have the power to conduct and manage the affairs, finances, and business of ASDC, determine dues, fees, and rental rates, and to make such rules, consistent with the laws of the State of New Mexico and consistent with the ASDC Constitution and these Bylaws, as might be

expedient for the guidance of the officers and management of the affairs of the ASDC.

Section 6. Debts: The Board will have the power to incur indebtedness up to 10% in any year of the assessed value of property owned by ASDC. Assets valued at more than \$5,000.00 may be disposed of only on authority of a two-thirds affirmative vote at a regular or called meeting of the membership. See Article VI.

Section 7. Suspensions: The Board will have the power to temporarily suspend a member or a director from the Board by majority vote, provided at least seven (7) directors are present at the meeting. Immediately after a vote for temporary suspension, the president will appoint a three (3) member (no directors) committee to investigate the charges resulting in suspension. The committee will report at a called meeting of the membership within sixty (60) days of the suspension vote. Permanent removal and the selection of any required Board replacement are subject to a majority vote of the members present at the called meeting of the membership. The resignation of the individual will terminate these proceedings except in cases involving a possible violation of New Mexico law.

ARTICLE V. OFFICERS

Section 1. Board officers: The officers of the ASDC, elected by the Board of Directors, are:

- a. **President:** The president will preside over all the meetings of the membership and of the directors, will sign all certificates of membership, contracts, and other instruments of writing as directed by the Board. The president or the vice president will, with the treasurer, sign all checks for payments as approved by the Board and will discharge such other duties as pertain to his/her office. The president will appoint all committees and act as ex-officio member of the committees.
- b. **Vice- President:** The vice president will act in the capacity of president in the absence of the president or in the event of his/her inability to act. The vice president will have the primary responsibility for securing callers and/or cuers for all ASDC sponsored functions that require their services.
- c. **Secretary:** The secretary will keep and maintain the minutes of all meetings of the membership and the meetings of the Board of Directors. The secretary will correspond as may be necessary or proper, and will discharge such other duties as pertain to the office of secretary or as prescribed by the Board.
- d. **Treasurer:** The treasurer will receive and safely keep all funds of the ASDC and, unless otherwise authorized by these Bylaws, pay them out only by check

of the ASDC as directed by the Board; will keep the seal of the ASDC and affix the same to official papers and instruments as may be required in the regular course of business or by these Bylaws; and perform such other duties as pertain to the office of treasurer. The treasurer will be bonded in the amount of not less than \$5,000.00 or an amount as determined by the Board. The treasurer will issue receipts for all money received and a copy will be kept.

Section 2. Vacancies: Should a vacancy occur in any of the officer positions of ASDC, a new officer will be elected, and if the new officer thus elected already holds an office in ASDC, then an officer will be elected to fill the vacancy his/her election has created. Any Board of Directors' vacancy will be filled as provided in these Bylaws. See Article IV, Section 3.

Section 3. Terms: Officers will be elected to serve for a term of one year or until their successors are elected.

ARTICLE VI. MEETINGS

Section 1. Scheduling:

- a. Annual meetings of the membership of the ASDC will be held on or about January 31 at an hour and place specified by the Board at which time the Directors will be elected. Any other business which should come before the membership of the ASDC will be transacted at that time.
- b. Special meetings of the membership will be held when called by a majority of the Board. The Board will call a special meeting of the membership when by written petition they are requested to do so, the petition to be signed by 10% of the active membership.
- c. Notice of meetings of the membership will be sent to each active adult member to the contact information as shown by the treasurer's records at least thirty (30) days prior to the date of the meeting.

Section 2. Quorum:

- a. A quorum must be present at an annual or special meeting.
- b. A quorum will consist of 10% of the active adult members as of the meeting date.
- c. If a quorum is not present thirty minutes after the called meeting time, the meeting will be adjourned for not less than ten days nor more than thirty days. The active adult membership will be notified of the date, time, and place of the rescheduled meeting. **The members present at the rescheduled meeting will constitute a quorum.**

Section 3. Rules of Order:

- a. In all matters not covered by the ASDC Constitution and Bylaws, this organization will be governed by the Robert's Rules of Order, when consistent with the laws of New Mexico as they apply to non-profit corporations.
- b. These Rules of Order apply to all meetings of the Board and all meetings of the membership.

Section 4. Voting:

- a. A majority vote of the active adult members present is required on all business transacted at meetings of ASDC.
- b. Each active adult member will be entitled to one vote on any question at any meeting of the membership.
- c. Retired members, inactive members and youth members are not entitled to vote at meetings of ASDC.
- d. No member may vote by proxy.

ARTICLE VII. BYLAW AMENDMENTS

Section 1. Ratification: These Bylaws may be amended by a majority vote of the active adult members present and voting at any annual or called meeting of the ASDC.

Section 2. Board Initiated Amendments: Proposed amendments will be initiated by motion adopted by the Board, and written notice given to the membership of the proposed amendment(s) at least thirty (30) days prior to the annual meeting or any special meeting which might be called to consider the adoption of the proposed amendment.

Section 3. Membership Initiated Amendments: Amendments may also be initiated by written petition to the Board, signed by not less than 10% of the membership requesting submission of the proposed amendment to the membership at the next annual meeting or at a special meeting called for the purpose of voting on the proposed amendment.

Section 4. Amendment records: It will be the duty of the secretary to record and keep a current and accurate account of all changes to these bylaws and to issue to the Board updated copies of these bylaws within 45 days of their adoption. The Board may, at its discretion, have updated copies published for the general membership.

ARTICLE VIII. RECORDS

Section 1. Inspection of records: All records (membership, dues, meeting minutes, bank accounts, etc.) of the ASDC will be made available for inspection to any active adult member at the convenience of their custodian, provided the records remain in the custody of their custodian.

ARTICLE IX. PROGRAM

Section 1. Social program: ASDC will provide a social program for its members consisting of at least two (2) events during each fiscal year.

ADOPTED BY THE BOARD August 27, 2012

RECORD OF AMENDMENTS

Completely Revised – Approved January 27, 2013

RECORD OF PRIOR AMENDMENTS

Completely Revised – Approved January 1, 1975

10-12-75	01/25/02
Article I, Section 1 replaced	Article, V, Section 8, amended
Article I, Section 4 amended	01/21/05
Article I, Section 10 amended	Article, I, Section 2, 4, 5 amended
Article I, Section 11 added	01/20/06
Article II, Section 1 amended	Article, II, Section 5, amended
Article VI, Section 4 amended	01/24/08
Article VIII, Section 2 amended	Article I, Section 10 b
Article IX, Section 1, 2, and 3 amended	Article II, Section 1
Article XI, Section 1 amended	1-12-03
Article XII added	Article I, Section 2 amended
2-26-78	Article I, Section 10 amended
Article V, Section 8 amended	Article III, Section 3 amended
Article V, Section 6 amended	Article IV, Section 3 amended
4-23-78	Article VI, Section 5 amended
Article II, Section 4 amended	Article IX, Section 3 amended
Article VIII, Section 2 amended	Article X, Section 1 amended
01/01/86	Article X, Section 2 amended
Article I, Section 1, replaced	Article X, Section 3 amended
Article I, Section 4, replaced	
Article I, Section 5, amended	1-30-05
Article I, Section 11, deleted	Article IV, Section 1 amended
Article II, Section 5, added	Article IV, Section 2 amended
Article IV, Section 2, amended	Article V, Section 6 amended
Article IV, Section 3,4, replaced	
Article V, Section 8, amended	01/27/13
Article VI, Section 4, amended	Article I, Section 1, 2, 3, 4, 6 amended
Article X, Section 4, added	Article II, Section 5, 6 amended
	Article IV, Section 1, 4, 5, 6 amended
	Article V, Section 1, 2, 3 amended
	Article VI, Section 1, 2, 3, 4 amended
	Article VII, Section 1, 2, 3, 4

Amendments of January 27, 2013 were passed as a resolution by the Board at their regular monthly meeting on August 27, 2012 and approved by a majority vote of the membership at the annual meeting of January 27, 2013

Larada Horner-Miller President	Georgian Spata Secretary
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