

# NORTH TEXAS TRADITIONAL DANCE SOCIETY BYLAWS

## ARTICLE 1. NAME

This organization shall be called the NORTH TEXAS TRADITIONAL DANCE SOCIETY (NTTDS). It shall be a non-profit, nonpolitical corporation under section 501(c)(3) of the Federal Tax Code.

## ARTICLE 2. PURPOSE

The purpose of NTTDS shall be:

1. To develop and promote among the general public a better understanding and appreciation of American folk dancing, its music, its roots and influences, and related folklore (hereinafter referred to as American Folk Dancing). These purposes may be accomplished by sponsoring dances, classes, workshops, demonstrations, concerts, performances, research, publications, programs, activities and other means of education and instruction;
2. To provide the means for persons interested in the development and preservation of American Folk Dancing to increase their knowledge and skills in the subject and to become more proficient in transmitting their knowledge, skills and appreciation of this subject to others;
3. To support, sponsor and implement such other exclusively educational and/or charitable activities as are compatible with the implementation of the forgoing purposes; and,
4. To apply for, seek and receive gifts and grants.

ARTICLE 3. MEMBERSHIP. All persons interested in dance and music are eligible to become members of NTTDS upon payment of dues.

1. Members in good standing are entitled to attend general and special meetings; to vote on all questions coming before the membership; to hold office and serve on standing or special committees.
2. Members are welcome to attend meetings of the Board and to participate in discussions on matters before the Board, but without a vote on matters before the Board.
3. Membership dues and privileges are determined by the Board. Only those persons whose membership is paid for the current year will be members in good standing.
4. The Board may, at its discretion, terminate the membership of any person at any time by returning that person's current dues.
5. The Board of Directors shall appoint a Membership Coordinator, who will be a Board Member at Large. The Membership Coordinator shall maintain a roster of current members and provide the Board of Directors and membership with a copy of the membership roster.

## ARTICLE 4. MEETINGS OF THE MEMBERSHIP.

1. The Annual Meeting of the Membership shall be held each year in the month of December for the election of Officers, and for the transaction of any necessary business.<sup>1</sup>
2. Special meetings of the membership may be called by the President at his or her discretion, or

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<sup>1</sup> The term for office in the 2014 election will be from September 2014 through December 2015.

at the direction of the Board, or at the written request of at least 10% of the membership. Notices of special meetings shall state the matters to be considered.

3. At least two week's notice of the annual or any special meeting shall be given.
4. The quorum for transaction of business is 10% of the membership.
5. A majority vote of those voting is necessary to transact any business brought before the membership, including the election of officers, except as otherwise noted in these bylaws.
6. Any urgent business which arises between the General Membership meetings may be acted upon by the Directors. Any action taken must be approved by a majority of the Directors.

ARTICLE 5. BOARD OF DIRECTORS. The responsibility for all business matters lies with the Board.

1. The Board of Directors shall consist of the current officers and the previous year's officers and any Board Members at Large. Each Director shall have one vote.
2. A Board Member at Large is an appointed office and is an NTTDS member who represents the general membership on issues of interest or concern, particularly those that arise outside of the standing committee structure. The board may appoint up to 5 Members at Large. The actual number will be set by the Board and may be changed by majority vote of the Board.
3. The Board has sole authority to set schedules and dates for the year; to set dues and fees at rates which will cover costs of operation; to set fees paid to teachers, callers and musicians, rental of necessary facilities, and other incidental expenses; to engage facilities for classes and special programs; to approve engagements and/or other special activities undertaken in the name of NTTDS.
4. The Board shall determine the need for and the responsibilities of standing or special committees to carry out projects or special programs.
5. The Board shall survey the membership for their interests and shall propose long-term plans and activities. The Directors may appoint additional persons to serve as non-voting Directors.
6. The dance and music leaders or chairpersons of standing or special committees, whether or not they are members, may attend meetings for the purposes of advising or receiving suggestions from the Board concerning the programs of NTTDS.
7. Vacancies due to resignation, removal or death of current officers, with the exception of the President, shall be filled by special election of the membership. The vacancy left by the President will be filled by the Vice-President per Article 7, paragraph 2. Special elections shall be called by the Board of Directors.

ARTICLE 6. MEETINGS OF THE BOARD.

1. The Board will meet a minimum of twice annually.
2. The quorum for transaction of business is at least half of the Board of Directors.
3. A majority of those Board members present is necessary to transact any business brought before the Board.

## ARTICLE 7. OFFICERS

The elected officers shall be responsible for administering the affairs of NTTDS. The officers shall not be paid a salary, but their expenses, if any, incurred in connection with the affairs of NTTDS may be reimbursed by NTTDS. Nothing herein shall be construed to preclude any officer from serving NTTDS in any other capacity and being paid compensation therefore. All elected officers must renew their membership during their term. If an elected officer fails to renew their membership they will forfeit their office and the Board may replace the officer under the provisions in Article 5, paragraph 7 of these bylaws.

The elected officers shall be as follows:

1. **President.** The President is the chief executive officer, shall serve as the official spokesperson and contact person, shall call and conduct all General Membership meetings, shall have the authority to sign checks, shall oversee the activities and receive the reports of committees, shall be informed of all current and potential activities of NTTDS and shall appoint committee chairpersons and other necessary functionaries.
2. **Vice-President.** The Vice President acts as President in the absence or illness of the President and, in the event of the President's resignation or incapacity to serve, the Vice President shall succeed to the office until the next regular election of officers. The President may delegate to the Vice President such official or other duties as may be necessary for the conduct of business.
3. **Secretary.** The Secretary shall keep records of NTTDS, shall keep minutes of the Board of Directors meetings and the General Membership meetings which shall be placed in the minute book of NTTDS, shall collect and sort the mail and carry out any necessary general correspondence.
4. **Treasurer.** The Treasurer shall keep financial records, may sign checks, shall hold and deposit funds, shall prepare a yearly financial report and shall oversee the physical assets of NTTDS. The Treasurer advises the Board about the finances of the organization and assists in formulating the budgets for the regular and special activities. The Treasurer also files all necessary federal, state and CDSS filings.
5. **Newsletter Editor.** The Newsletter Editor shall be responsible for publishing a newsletter to members and to anyone who requests to be added to the NTTDS mailing list.
6. **Historian.** The Historian shall maintain and archive a historical file of all activities of NTTDS, including photographs, newspaper articles, advertisements and flyers. The historical file shall reside at the residence of the Historian and shall be made accessible to members at reasonable times.

## ARTICLE 8. ELECTIONS

1. The initial officers shall be elected by the initial Board of Directors.
2. Elections for officers shall be held once yearly in December. Nominations shall be made by any dues-paid member. Voting for contested offices shall be by secret ballot. Voting for non-contested offices shall be by show of hands. Only dues-paid members may vote in elections.
3. Any member may serve as an officer after having been a member for a minimum of six (6)

months. Any person holding office may serve only two consecutive terms in that office. The positions of President, Vice-President, Secretary, and Treasurer shall be held by different individuals. The positions of Historian and Newsletter Editor may be held concurrently with any of the offices.

4. Elected officers shall take office on January 1 following the December election.

#### ARTICLE 9. PROCEDURAL RULES AND BUSINESS POLICIES

1. Any expenditure of funds except regular mailings, secretarial expenses, and expenses not covered by the annual budget must be approved as defined in Article 9, Section 2.
2. Any member having a project proposal which he/she would like undertaken by NTTDS must present that proposal to the Directors with a budget consisting of a maximum amount of expenditures, and approximate breakdown of expenditures and anticipated revenues. Upon approval of such a proposal by majority vote of the Directors, any proposal over the amount of \$500 shall be presented for approval by a majority vote of the members present at the next or specially called General Membership meeting. Upon completion of the project, a file including all documentation and a financial report must be submitted to the Treasurer.
3. No part of NTTDS' net earnings may inure to the benefit of private individuals. This does not preclude payment of any reasonable fees for work performed.
1. Beginning January 2015, the fiscal year of NTTDS is January 1 through December 31.

ARTICLE 10. Amendments to the Bylaws. Amendments to these Bylaws may be made two week's written notice to members; this notice must state the proposed changes. A two-thirds majority vote of those voting is required for adoption. Upon adoption, these Bylaws shall replace any and all previously existing bylaws of NTTDS.

#### ARTICLE 11. Special Notices re Tax Exemption.

1. No part of NTTDS's assets or net earnings may inure to the benefit of private individuals. This does not preclude the payment of any reasonable fees for goods or services provided to the organization.
2. In the event of dissolution of NTTDS, the groups' assets will be distributed to another nonprofit organization that is exempt under section 501(c)3 status of the Internal Revenue Code.
3. NTTDS shall not as a substantial part of its activities attempt to influence, carry on propaganda or otherwise attempt to influence legislation except to the extent permitted by section 501(h) of the Internal Revenue Code.
4. It is intended that NTTDS be entitled to exemption from Federal income tax under section 501(c)3 of the Internal Revenue Code and shall not be a private foundation as described in section 501(a) of the Code.
5. The organization subscribes to the general purposes of The Country Dance and Song Society, Inc.