



**CONSTITUTION
AND
BYLAWS**

NORTH TEXAS CALLERS ASSOCIATION
Established 1960

**Revised
August, 2016**

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CONSTITUTION

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BYLAWS

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NORTH TEXAS CALLERS ASSOCIATION - CONSTITUTION

(November, 2013)

ARTICLE I - Name & Address

- A. The name of this association shall be "NORTH TEXAS CALLERS ASSOCIATION".
- B. The official address of the association shall be the home address of the current secretary.
- C. This association shall be an affiliate of the "International Association of Square Dance Callers" better known as "CALLERLAB".

ARTICLE II - Non-profit Declaration

- A. This association shall be a non-profit organization.

ARTICLE III - Aims & Purposes

- A. The aims and purposes of the association shall be:
 - 1. To encourage, foster, and promote square dancing.
 - 2. To standardize terms and definitions of calls, movements, figures and cues for use in this area.
 - 3. To encourage, foster and promote round dancing for square dancers.
 - 4. To provide for free exchange of dance material and other useful and helpful information and ideas.
 - 5. To offer training, advice and encouragement to members.
 - 6. To maintain a current directory of members.
 - 7. To establish and enforce a code of ethics for members.
 - 8. To assist members in establishing classes, clubs, and open dances.
 - 9. To establish and maintain a control information bureau through which the public may receive fair, impartial and accurate information on classes, clubs, open dances and other data pertinent to square and round dancing.
 - 10. To promote cordial relations with dancers, clubs, club organizations, recreation departments, churches, schools and colleges and other activities related to or

utilizing square dancing & round dancing for square dancers.

ARTICLE IV - Membership

- A. The membership of this association shall consist of the following classification of membership.
 - 1. Full Membership (Including Lifetime Membership).
 - 2. Associate Membership.
 - 3. Trainee Membership
 - 4. Subscriber Membership.

ARTICLE V - Management

- A. Management of this association shall be vested in an Executive Board consisting of Full members including the President, Vice President, Secretary, Treasurer and the immediate Past President.

ARTICLE VI - Elections

- A. The President, Vice President, Secretary, and Treasurer shall be elected for a one year term.
- B. A nominating committee of three and not more than five Full Members shall be appointed by the President at the general meeting prior to date of election so that volunteers for the Board can make their wishes known. At least one Past President, and no more than one member of the current Executive Board shall be a member of the committee. The nominating committee shall name not less than the number of eligible and willing candidates needed for the vacancies to be filled on the Executive Board. Additional nominations of qualified candidates may be made from the floor by Full Members on the day of the election.
- C. Voting members of the association shall cast their votes by proper indication on their unidentified ballots and the Secretary shall verify voting eligibility.
- D. Candidates for each office receiving a majority of votes cast will be elected. In the event no candidate receives a majority of votes for the office nominated, a run-off will be held between the two candidates receiving the most votes for that office.

In the event that there is no opposition (floor nomination) to the Nominating Committee named candidate, the ballot may then be by attendee's voice vote/show-of-hands.

- E. The newly elected members and those members holding extended terms of the Executive Board shall meet immediately after election and elect by majority vote committee chairmen provided for in the Constitution and the Bylaws.
- F. The term of the Executive Board and each member thereof shall start immediately after the installation of the new board. The installation banquet will be held on the 4th Sunday of each January.
- G. Elections shall be held during the general meeting in the last quarter of the calendar year.
- H. Vacancies in the Executive Board that may occur for any reason shall be filled by appointment by the remaining members of the board except as outlined in Section II-B of the Bylaws pertaining to the vacancy of the President.

ARTICLE VII - Meeting & Fiscal Year

- A. General meeting shall be at such place and at such time as the Executive Board shall determine, and shall be held at least once every three months.
- B. Meetings of the Executive Board and of permanent, sub, and temporary committees shall be held as deemed necessary by the President of the Board, or by the Chairman of the committee concerned, or as set forth in the Bylaws.
- C. The agenda for all general meetings, except that including elections, shall be as follows:
 - 1. Call to order by President and roll call.
 - 2. Reading of the minutes of previous meetings.
 - 3. Welcome to new members, guests and visitors.
 - 4. Reading of correspondence.
 - 5. Report of officers and committee chairman.
 - 6. Unfinished and new business.
 - 7. Adjournment.
- D. The agenda for the general meeting during which elections are held shall be as follows:

- 1. Call to order by President and roll call.
- 2. Reading of the minutes of previous meetings.
- 3. Welcome to new members, guests and visitors.
- 4. Reading of correspondence.
- 5. Report of officers and committee chairman.
- 6. Unfinished and new business.
- 7. Election of board members.
- 8. Announcement of election results.
- 9. Adjournment.

- E. All meetings, including general meetings, board and committee meetings, shall be conducted in accordance with the current issue of Roberts Rules Of Order, except where such rules may be in conflict with the Constitution and Bylaws of this association.
- F. The fiscal year of this association shall begin on February 1 and end on January 31 of each year.

ARTICLE VIII - Amendments

- A. This Constitution and its Bylaws may be amended by two-thirds of the votes cast, or at any regular or special general meeting, provided that the proposed amendment(s) was presented at the previous meeting and that all Full Members have been notified in writing of the proposed amendment(s) at least fifteen days prior to voting thereon.

ARTICLE IX - Dissolution

- A. In the event of the dissolution, disbanding, or other termination of this association, any assets remaining over and above all liabilities may be converted into cash by the Executive Board and such cash or assets shall be disbursed to such charitable organizations as shall, in the opinion of the then Executive Board, be best qualified to use the funds for the furtherance of the square and round dance movement in the North Texas area.

ARTICLE X - Bylaws

- A. Attached hereto, and made a part hereof, are the Bylaws governing the operation of this association.

NORTH TEXAS CALLERS ASSOCIATION - BYLAWS

(May, 2016)

I. MEMBERSHIP

- A. There shall be four classifications of membership in this association as provided in ARTICLE IV of the Constitution. Any applicant may select and apply for the class of membership that he/she desires, presuming that the selection will be on the basis of being best suited to the interests of the association and the needs of the applicant and qualifications outlined hereunder are fulfilled. The rights, privileges, and qualifications of the four classes of membership are related hereunder.

It is the intent of the requirements to maintain the highest and best quality possible for membership in this association. However, should a member find it impossible, or a hardship, to meet any of the prescribed requirements, he/she will make a written request to the membership committee for a waiver, outlining the reasons for the request. Any favorable recommendation of the membership committee in this regard shall be subject to the approval of the Executive Board. If the membership committee rejects the request, the member may appeal to the Executive Board.

Membership in this association is intended to be encouraged rather than discouraged; however the requirements for initial qualification of any classification of membership should not be reduced, except under very special circumstances.

Attendance at regular business meetings of the association is a duty as well as a privilege. If any Full, Associate or Trainee Member shall miss more than the prescribed number of meetings for his/her classification, his/her membership may be suspended at the discretion of the Membership Committee unless that committee sees fit to excuse the absence for good reasons. The Secretary shall keep an attendance record of all Full, Associate and Trainee Members and shall advise the Membership Committee of the absence of all such members.

1. FULL MEMBERSHIP

Full Membership will be achieved by completion of Associate Membership or by special action of

the Membership Committee with approval of the Board. Full Membership shall be maintained by re-certification every three years after attaining Full Member status and by payment of dues per section I-B (Dues and Assessments). The qualifications of Full Member shall include all the requirements of the other classifications plus:

- A. Must be actively calling an average of twelve full programs of patten and singing calls, round dance, clogging or contra per year during his/her pervious thirty-six month re-certification period. Up to six Community Dance Programs or "square dance parties" may be substituted for a like number of dances. Must teach or help teach a minimum of one square dance, round dance, clogging, or contra class in the previous thirty-six month re-certification period. Teaching a second set of lessons may be substituted for six of the required twelve dances.
- B. A Full Member's goal is to attend fifty percent of the association's functions each year. This includes workshop sessions and general meetings.
- C. A special category of Lifetime Member is hereby established to honor those individuals who have served the association for a long period of time in an outstanding and meritorious fashion. Selection to this category may be made by the Executive Board, or the membership, and each person so honored will be entitled to all privileges and benefits of Full Membership. Lifetime Members will not pay dues or assessments. This shall be the highest award of this association.

Requirements for nomination:

1. Must be nominated in writing by a Full Member.
2. Must be or must have been a Full Member in good standing.
3. Must have been calling and teaching a minimum of 20 years. The Executive Board or the membership may waive this requirement under special circumstances.
4. Must have made significant and unselfish contributions to the NTCA (officer, committee chairman, caller training, etc.). Contributions to the square dance activity

at the State and National level may also be considered.

5. Must have demonstrated a long and continuous love for the square dance activity.
6. Must have integrity above and beyond reproach.

A special designation of Honorary Member will be awarded if so requested or desired for surviving spouses of Lifetime Members.

Full/Lifetime Members shall receive all benefits of the association including the right to vote, to serve on any committee, and to become a candidate for the Executive Board.

D. RE-CERTIFICATION: After thirty-six months of initially achieving Full Member status, this Full Member will be required to recertify. After this initial recertification, no further recertification will be required. For the initial recertification, the Full Member will answer the following questions in writing, except where the period of time is specified:

1. Do you intend to continue developing your skills as a Caller/Cuer?
2. Have you taught or helped teach a minimum of one square dance, round dance, clogging, or contra class in the last thirty-six months?
3. Have you maintained a goal of attending at least fifty percent of association functions including workshops and general meetings in the last twelve months?
4. Have you attended any of the association sponsored training sessions?
5. Have you attended any other caller/cuer training school? If so, which one?
6. Are you a member of Callerlab, Roundalab, or other national or international organization?
7. Are you a member of a Texas State association?
8. Do you hold a current BMI-ASCAP license?
9. Are you the official caller/cuer for any recognized square and/or round dance club? If so, which one(s)?
10. Have you called any full dance programs of patten and singing calls or cued a full dance? If so, how many? List clubs.

11. Have you conducted any Community Dance Programs? If so, how many?
12. Have you conducted any "square dance parties"? If so, how many?
13. Have you called any guest tips, or cued at a dance presided over by a Full Member? If so, how many?
14. Have you served on any Association committee? If so, which one?
15. Have you served on the NTCA Board in any capacity? If so, what capacity?

Question 1 must be answered "Yes". At least six of the remaining questions must be answered "Yes" to indicate a sincere effort to improve as a caller/cuer. If question 1 is answered "No", or if the Full Member cannot answer "Yes" to at least six of the other questions, he/she will be informed that his/her name will be changed to Subscriber Member. The re-certification form must be returned to the Membership Chairman within 30 days of the member receiving the form. If the form is not received within that time, the Membership Chairman will make every effort to contact the member to verify that he/she did receive the form. If the form was not received, it shall be resent with a deadline of an additional 30 days, and a verbal contact to insure that the form was received. If contact cannot be made, or the member verifies receiving the form but does not return it in the prescribed time, it will be determined that the member was unable to answer the appropriate number of yes questions. After a period of at least twelve months, the member may reapply to Full Member status by successfully completing the re-certification process described above.

2. ASSOCIATE MEMBERSHIP

- A. A candidate must be sponsored by two members of Full Membership status.
- B. In sponsoring a potential member, existing members shall accept the responsibility of verifying that the potential member is, in their opinion, a qualified caller desiring the benefits of this association. In determining this, the sponsoring member should carefully evaluate the candidate on the basis of a check list furnished to each Full or Associate Member. Such check list shall be compiled by the Executive Board or a committee appointed by the President.
- C. Must be actively calling an average of six full programs of patten and singing calls, round

dance, clogging or contra programs per year during his/her previous twenty-four month re-certification period. Caller/cuer organized dances, and up to four Community Dance Programs or "square dance parties" may be substituted for a like number of regular club dances. The caller/cuer dance organizer must provide to the membership committee the date of the dance, number of dancers, dance location, the number of tips, the written program of the dance and contact information of one person at the event. Must teach or help teach a minimum of one square dance, round dance, clogging, or contra class within the previous twenty-four month re-certification period.

- D. Interviewed by a committee or be personally known by the committee appointed by the Membership Committee, covering:
1. Mic personality, clarity, diction, etc.
 2. Know, like and understand people.
 3. Review of Callers' Code of Ethics.
 4. Tolerance, humility and patience.
 5. Neat and pleasant in appearance.
 6. Morally clean and integrity above reproach.
 7. Desire to call for fun and pleasure of dancers.
 8. Never use alcoholic beverage immediately before or during a square dance.
 9. Attend training sessions.
 10. Must be personally interviewed by two or more members of the Membership Committee on ability to call patten and singing calls and teach square dance movements and/or call and teach round dance, clogging or contra movements.
- E. Must have a partner to attend sessions.
- F. Strictly adhere to Caller's Code of Ethics.
- G. An Associate Member must attend at least fifty percent of the association's functions each year. This includes workshop sessions and general meetings.
- H. UP-GRADING: Upon satisfactory completion of at least one year as an Associate Member, he/she will be eligible to apply for Full Membership, provided the prescribed requirements are met, and his/her calling and teaching ability is verified by the Membership Committee. The

application will then be acted upon by the Membership Committee. Special action of the Executive Board may pre-empt the one year requirement.

- I. An Associate Member shall receive all benefits of this association, including the right to vote except for the election of the Executive Board and amendments to the Bylaws and Constitution. An Associate Member may serve on any committee, except the Membership Committee. An Associate Member shall not be eligible to become a candidate for the Executive Board or Chairman of a Permanent Committee.
- J. RE-CERTIFICATION: Every twenty-four months, the Associate Member will answer the following questions in writing:
1. Do you intend to continue developing your skills as a Caller/Cuer?
 2. Have you taught or helped teach a minimum of one square dance, round dance, clogging, or contra class in the last twenty-four months?
 3. Have you attended at least fifty percent of association functions including workshop sessions and general meetings?
 4. Have you attended any of the association sponsored training sessions?
 5. Have you attended any other caller/cuer training school? If so, which one?
 6. Are you a member of Callerlab, Roundalab, or other national or international organization?
 7. Are you a member of a Texas State association?
 8. Do you hold a current BMI-ASCAP license?
 9. Are you the official caller/cuer for any recognized square and/or round dance club? If so, which one?
 10. Have you called any full dance programs of patten and singing calls or cued a full dance? If so, how many?
 11. Have you conducted any Community Dance Programs? If so, how many?
 12. Have you conducted any "square dance parties"? If so, how many?
 13. Have you called any guest tips, or cued at a dance presided over by a Full Member? If so, how many?
 14. Have you served on any Association committee? If so, which one?

Questions 1 & 3 must be answered "Yes". At least six of the remaining questions must be answered "Yes" to indicate a sincere effort to improve as a caller/cuer. If the Associate Member cannot answer "Yes" to at least six of the other questions, he/she will be informed that his/her name will be dropped from the rolls and he/she must wait at least twelve months to reapply for Trainee membership. The re-certification form must be returned to the Membership Chairman within 30 days of the member receiving the form. If the form is not received within that time, the Membership Chairman will make every effort to contact the member to verify that he/she did receive the form. If the form was not received, it shall be resent with a deadline of an additional 30 days, and a verbal contact to insure that the form was received. If contact cannot be made, or the member verifies receiving the form but does not return it in the prescribed time, it will be determined that the member was unable to answer the appropriate number of yes questions.

3. TRAINEE MEMBERSHIP

- A. Recommended by two Full Member callers. Sponsoring members shall accept the responsibility of verifying that the candidate is a beginner caller desiring the benefits of this association. To determine this, the sponsoring member shall be furnished a checklist similar to but less stringent than, that used for the Associate Membership.
- B. Minimum of one year dancing experience.
- C. Interviewed by a committee or be personally known by the committee covering:
 - 1. Know, like and understand people.
 - 2. Review of Caller's Code of Ethics.
 - 3. Tolerance, humility and patience.
 - 4. Neat and pleasant in appearance.
 - 5. Morally clean and integrity above reproach.
 - 6. Desire to call for fun and pleasure of dancers.
 - 7. Never use alcoholic beverages immediately before or during a square dance.
- D. Must have a partner to attend sessions.
- E. Strictly adhere to Caller's Code of Ethics.
- F. During the training period, a Trainee Member must attend at least fifteen lessons of a Full Member caller/cuer's beginning class. Trainee must obtain signed attendance verification by the Full Member.
- G. Training period shall not be less than one year.
- H. A Trainee Member must attend at least seventy-five percent of the association functions during the pledge period. This includes workshop sessions and general meetings.
- I. UP-GRADING: Upon satisfactory completion of at least one year as a Trainee Member, he/she will be eligible to apply for Associate Membership, provided the prescribed requirements are met, and his/her calling and teaching ability is verified by the Membership Committee. The application will then be acted upon by the Membership Committee. Special action of the Membership Committee, with approval of the Executive Board, may pre-empt the one year requirement.
- J. A Trainee Member shall receive all benefits of the association, but may not vote, may not chair any committee and may not become a candidate for the Executive Board.
- K. RE-CERTIFICATION: Every twelve months, the Trainee member will answer the following questions in writing:
 - 1. Do you intend to continue developing your skills as a Caller/Cuer?
 - 2. Have you attended at least fifteen lessons of a Full member Caller/Cuer's beginning class?
 - 3. Have you attended at least seventy five percent of association functions including workshop sessions and general meetings?
 - 4. Have you attended at least seventy-five percent of association sponsored training sessions?
 - 5. Have you attended any other caller/cuer training school? If so, which one?
 - 6. Are you a member of Callerlab, Roundalab, or other national or international organization?
 - 7. Are you a member of a Texas State association?
 - 8. Do you hold a current BMI-ASCAP license?
 - 9. Have you called any full dance programs of patter and singing calls or cued a full dance? If so, how many?

10. Have you called any guest tips, or cued at a dance presided over by a Full Member? If so, how many?

Questions 1, 2, & 3 must be answered "Yes". At least four of the remaining questions must be answered "Yes" to indicate a sincere effort to improve as a caller/cuer. If the Trainee Member cannot answer "Yes" to at least four of the other questions, he/she will be informed that his/her name will be dropped from the rolls and he/she must wait at least twelve months to reapply for Trainee membership. The re-certification form must be returned to the Membership Chairman within 30 days of the member receiving the form. If the form is not received within that time, the Membership Chairman will make every effort to contact the member to verify that he/she did receive the form. If the form was not received, it shall be resent with a deadline of an additional 30 days, and a verbal contact to insure that the form was received. If contact cannot be made, or the member verifies receiving the form but does not return it in the prescribed time, it will be determined that the member was unable to answer the appropriate number of yes questions.

4. SUBSCRIBER MEMBERSHIP

- A. NTCA members who become inactive as a caller or teacher may apply for membership under this category. These applications shall be reviewed by the Membership Committee with a recommendation to the Board. The Board shall make the final decision for approval/rejection. The applicants shall be reviewed each year in the same manner as outlined above. Inactive members shall use discretion with regards to wearing the NTCA badge and with personal conduct. Inactive members will be invited to attend the functions of the NTCA.
- B. Any caller or teacher, not a resident of the North Texas Association area, may apply for Subscriber membership and be entitled only to the benefits of receiving by mail, such notes, definitions, calls, minutes of the meetings, or other dance materials as shall be published and distributed to the other members of this association.

B. DUES AND ASSESSMENTS

1. The dues for each class of membership shall be \$25.00 per annum.

2. Annual dues are payable on February 1 for the ensuing calendar year and are deemed delinquent after March 1.
3. The Executive Board may, if it considers it necessary, levy one or more assessments on all members during any year, but the total of all assessments within one year shall not be more than regular membership dues in the classification concerned. Assessments are payable on effective date of assessment and shall be considered delinquent if not paid within sixty days following date of assessment.

C. APPLICATIONS

1. Application for all classes of membership and for up grading of classification shall be made to the Membership Committee on the application forms approved by this association.
2. The Membership Committee has the power to reject the application of any person whose application would not, in the judgment of the committee, serve the best interest of the association. The sponsors of any person whose application is rejected by the committee may, if they so desire, within fifteen days, make a written appeal to the Executive Board who shall bring the application and the appeal before the next general meeting of the Association, where a two-thirds vote will be required to nullify the action taken by the Membership Committee. Said appeal must be countersigned by five Full Members in good standing.

D. DISCIPLINE

1. Members delinquent on dues and/or assessments shall be automatically suspended from membership and shall be reinstated only when delinquent and currently payable dues and/or assessments have been paid in full.
2. Membership shall automatically be canceled if dues and/or assessments have been unpaid in any portion three months after the payable date. Members who may have had their membership canceled because of non-payment of dues and/or assessments may apply for reinstatement in the same manner as a new member.
3. Upon written application, the Membership Committee may, at its discretion, grant a leave of absence to any member and suspend

all dues and/or assessments against the member during such leave of absence.

4. Any member of the association may have his/her membership suspended or revoked for reasons of moral turpitude, failure to comply with the code of ethics, misrepresentation of facts on applications, or any other just cause, by a two-thirds vote of the Membership Committee. Charges against a member shall be made in writing and signed by at least three other members and presented to the Membership Committee. The committee shall set a date and place for a hearing of the charges and shall notify the defendant by registered mail of the nature of the charges and the date, hour, and place of the hearing, at least thirty days in advance of the hearing. If the defendant is not satisfied with the decision of the Membership Committee in his/her case, he/she may make a written appeal to the President, who shall cause the case to be presented at the next general meeting, where a two-thirds vote by the voting members shall confirm or reverse the decision of the Membership Committee. Any person who has had his/her membership revoked for reasons other than non-payment of dues and/or assessments shall not be eligible to re-apply for membership before two years following date of revocation.

II. DUTIES OF OFFICERS AND COMMITTEE CHAIRMEN

- A. The duties of the President shall be to:
 - guide, direct, control, and coordinate all functions and activities of the association, its officers, and its committees.
 - be an ex officio member of all committees except the Nominating Committee.
 - enforce the spirit and letter of the association as expressed in the Constitution and Bylaws.
 - when possible and necessary, attend all meetings of permanent committees for which he is an ex officio member.
 - preside at general meetings. Should it become impossible for the President or Vice-President to attend, another Executive Board member will be appointed. The same applies for committee meetings.
 - establish and appoint members of temporary committees as deemed necessary, or on order

from a successful motion from the Board or from the floor in general meetings.

- receive reports from all permanent, sub, and temporary committees, and, after reading and/or acting on them, refer such reports to the Secretary for filing and/or proper disposition.
 - assign duties to committees that may not be included in the Constitution and Bylaws.
 - appoint, if deemed proper, an assistant whose duties are to help with routine duties and special assignments.
- B. The duties of the Vice-President shall be to:
 - assist the President in routine matters.
 - act in place of the President in his/her absence or incapacity.
 - act as Parliamentarian.
 - C. The duties of the Secretary shall be to:
 - handle all correspondence and permanent records of the association.
 - reproduce and distribute, as directed, the various materials to members.
 - maintain files for correspondence, reports, manuals, dance material, etc.
 - act as librarian for all reference material accumulated by the association.
 - act as custodian of all other properties of the association.
 - receive all reports and minutes from all committees and make proper disposition thereof.
 - D. The duties of the Treasurer shall be to:
 - be responsible for all financial and fiscal affairs of the association, and keep complete and accurate records of such affairs.
 - render quarterly financial reports to the association.
 - recommend budgets and appropriations for such projects that require them, and control expenditures to keep them within such budgets or appropriations.
 - collect all dues and assessments from members and report delinquencies to the President and the Chairman of the Membership Committee.
 - receive all other income for the association.
- If desired by the Executive Board, the outgoing Treasurer's records shall be audited within thirty days after the expiration of term.

E. PERMANENT COMMITTEE CHAIRMAN.

Each permanent committee established in the Bylaws is to be headed by a Chairman, appointed by the President, who is authorized to select and appoint as many members as necessary to his/her committee to properly perform the functions of that committee. No permanent committee can have more than seven members, including the Chairman.

Each committee is to have a Recorder, appointed by its Chairman, whose duties are to keep complete and accurate records of the committee's activities and forward copies of the reports and minutes to the President within seven days after occurrence.

Copies of reports and minutes of activities and meetings of all sub-committees operating under the jurisdiction of a permanent committee are to be forwarded to the President within three days after receipt.

Permanent committees are considered dissolved on the expiration of the Chairman's term. Members may serve again under a newly appointed Chairman.

F. SUB-COMMITTEE SUPERVISORS

A Permanent committee Chairman may establish up to two sub-committees to assist in committee work. The Sub-Chair may appoint up to four additional members to his/her sub-committee.

Each sub-committee is to have a Recorder, appointed by its Sub-Chair, whose duties are to keep complete and accurate records of the sub-committee's activities, and to forward copies of the reports and minutes to the Recorder of the permanent committee concerned within seven days after occurrence.

A sub-committee may be dissolved at any time by order of the permanent committee concerned. Members may serve again under a newly appointed Chairman.

G. TEMPORARY COMMITTEES

The President may establish temporary committees as deemed necessary, or as ordered by a successful motion made at a board or general meeting. He/She will appoint a Chairman and not more than four additional members to this committee.

Each temporary committee is to have a Recorder, appointed by its Chairman, whose duties are to keep complete and accurate records of the committee's activities and to forward copies of

the reports and minutes to the President within seven days after occurrence.

Temporary committees may be dissolved at any time, by the President, and will automatically be dissolved on the expiration of the President's term of office. Members may serve again under a newly elected President.

III. DUTIES OF EXECUTIVE BOARD AND PERMANENT COMMITTEES

A. EXECUTIVE BOARD

The Executive Board consists of the President, Vice-President, Secretary, Treasurer and immediate past President. It is charged with the general management of association affairs. The Board meets on call of the President, or three or more of its members, or at the written demand from two-thirds or more of the voting members. Four members present at any Board meeting constitute a quorum, and a majority vote decides the matters at hand. The Executive Board is to be alert to the needs and desires of the association, and conduct the affairs of the association in a manner most beneficial to its members.

B. PERMANENT COMMITTEES

Six permanent committees are established:

1. Membership
2. Internal Services
3. Training
4. External/Community Relations
5. Social
6. Computer Services

C. MEMBERSHIP COMMITTEE

The Membership Committee is to:

- recruit new members and act promptly and fairly on applications for all classes of membership.
- conduct hearings in a fair and impartial manner on complaints and charges against members.
- enforce the Code of Ethics, and institute action for discipline, suspension or revocation of membership.
- grant member leaves of absence.
- consider and act on the suggestions of members for the betterment of the association, and otherwise strive for its benefit and welfare.
- issue cards, badges and other insignia concerning membership in the association.

D. INTERNAL SERVICES COMMITTEE

The Internal Services Committee is to:

- establish, supervise, and coordinate workshops and "swap shops" in a manner, on dates, and in locations as will best benefit members for the introduction, evaluation and circulation of dance material, ideas, and information.
- produce a periodic or intermittent publication for the members as deemed necessary, or if so ordered by the Board or the voting membership.
- circulate to the membership via the Secretary, all material arising through this committee.
- collect ideas, suggestions and methods that are of help and use to association members and their work.
- set up and maintain a manual of standardized dance terms, definitions, commands, calls, prompts, cues, and movements, and through the Secretary, provide each member of the association with a copy of the manual, together with all supplements, replacements, and/or revisions in accordance with CALLERLAB.

E. TRAINING COMMITTEE

The Training Committee is to:

- develop and maintain a training program for association members by holding schools, institutes or camps at such times and locations as may be determined by the Executive Board.
- appoint faculty members for such schools.
- develop and circulate, via the Secretary, a detailed beginner dancer's teaching course for recommended use by callers and teachers in the area in accordance with CALLERLAB.
- serve association members, especially those less experienced, in every way possible within the realm of its jurisdiction.

F. EXTERNAL/COMMUNITY RELATIONS COMMITTEE

This committee is to establish and maintain cordial, cooperative, and pleasant relations with clubs, club organizations, other caller-teacher organizations, the local dancer association, and with any other organization interested in dancing.

G. SOCIAL COMMITTEE

This committee is to arrange for refreshments or catered meals for all gatherings as directed by the calendar and the President.

H. COMPUTER SERVICES COMMITTEE

The Computer Services Committee is to:

- maintain the NTCA Constitution & Bylaws, and provide a copy, upon request, to the Secretary for distribution. Any changes to the Original Document are to be updated when passed by the membership.
- maintain and revise original documents for Application & Re-certification forms for Subscriber, Trainee, Associate, & Full Member, at the request of the Executive Board, or Membership Chair.
- provide mailing labels for the Newsletter or any other mailing as required by the Executive Board.
- provide a yearly membership roster based on the dues report from the Treasurer no later than April 1st, and distribute to the membership and the North Texas Square and Round Dance Association.

IV. HANDLING OF FUNDS

- A. No member of the association shall incur any bill, commitment, obligation, or liability on the part of the association, except as authorized by the Executive Board. The Executive Board may issue blanket orders authorizing the Treasurer to pay such bills that may be incurred by the officers and committee chairmen in normal conduct of their office or duties. No one but the President and Vice-President or Treasurer may sign checks or make cash disbursements on behalf of the association.
- B. A bank account shall be maintained by the association in such bank as the Executive Board shall designate. The account shall carry three signatures, as outlined in Paragraph A above, two of which shall be required to transact disbursements.
- C. The Executive Board may, at its discretion, require the Treasurer to execute a warranty bond in such amount as the board may determine, but the premium of such bond shall be paid by the association.

V. CODE OF ETHICS

- A. When an applicant for Full, Associate, or Trainee membership is accepted, the applicant automatically pledges to accept and practice the following code of ethics. All Members of this association shall:
 1. Conduct himself or herself as a gentleman or lady at all dance functions including proper square dance attire.

2. Strive for the fullest enjoyment of each function.
3. Promote good fellowship among callers, teachers and dancers.
4. Discourage cliques and other factors and elements that tend to break down the fun and fellowship of dancing.
5. Help beginner dancers and callers in every way possible.
6. See that proper decorum and deportment are observed at all dance functions.
7. Adhere to the association's standardized terms and nomenclature for this area.
8. Maintain a friendly, cooperative and professional attitude towards other teachers and callers.
9. Cooperate with the association and with other callers and teachers in the free exchange of calls, cues, dance material and helpful ideas.
10. Maintain a good reputation for personal honesty and integrity.
11. Make every effort to keep all scheduled engagements.
12. Abstain completely from the use of narcotics and refrain from the use of intoxicating liquors before or during a dance function.
13. Only perform music which has been obtained in a manner which properly and completely compensates the artists and producers responsible for its creation. I will not enable others to use copies of my music while I still retain my ownership.

VI. COMPENSATION OF OFFICERS

- A. No officer, committee chairman or supervisor, recorder, or other member of the association shall receive compensation for services rendered to the association except as approved by the Executive Board or the membership.

VII. STANDING ORDERS

1. STANDING ORDERS previously established by vote of the members or issued by an officer may be rescinded, revised, amended or supplemented by a majority vote of the voting members present at any general meeting. Unless or until a standing order is rescinded, revised, amended or supplemented, it is considered to be in full effect.

2. DEFINITIONS

- A. **REGULAR CLUB:** A formally organized local group of square dancers, with or without elected officers, who dance at a consistent location, at predetermined and evenly spaced intervals of time, to a complete program of patten and singing calls within a prescribed program of square dance movements. A regular club would not be a square dance party, private party for non-square dancers, workshop group, caller organized open dance, area, state or national festivals or exhibitions.
- B. **SQUARE DANCE PARTY:** A square dance party for non-square dancers that generally involves active participation of the attendees. An event with limited or no participation of the attendees but involving experienced square dancers would be defined as an exhibition.
- C. **WORKSHOP:** A session for the benefit of all members, which may include any or all aspects of the profession.
- D. **TRAINING SESSION:** A program designed to improve calling or teaching skills and leadership qualities.
- E. **DANCE:** A dance is any session of a regular club as defined in VII-2-A above, where the dance leader (caller/cuer) has complete control of the dance program of patten and singing calls, round dances, contra or clogging. If the leader is sharing that time with another dance leader, caller and cuer, each leader is credited with one event. If the event is a combination of two leaders of the same discipline (e.g. two callers) both leaders, if sharing equally, can take credit for the event.
- F. **GOOD STANDING:** A member in good standing would constitute a member that has met all of the requirements and goals set forth by the constitution and by-laws of the NTCA for his/her membership classification. Member in good standing status can fall under the hardship clause stated under the Article I. MEMBERSHIP - Section A. second paragraph it reads; should a member find it impossible, or a hardship, to meet any of the prescribed requirements, he/she will make a written request to the membership committee for a waiver, outlining the reasons for the request.

NTCA RESOLUTIONS/STANDING ORDERS

Mar, 1985. Subject of hands-up vs. hands-down in an ocean wave being brought up again at the next Callerlab convention; the NTCA membership passed a resolution to support the hands-up position.

Nov, 1994. Subject of BMI/ASCAP; should license be a requirement for NTCA membership? After consideration, the committee decided that payment of the BMI/ASCAP license will NOT be a requirement for NTCA membership; but the committee recommends that in all published membership lists, those who have paid for the license will be identified by an asterisk (*) on the list. This includes the annual membership list published in the Promenade.

May, 1997. Published in July 1997 Newsletter - Lifetime Member Criteria guidelines were prepared by Jon Jones, Charles Hendricks, John Mennerick, & Walt McNeel. This was incorporated as an amendment to the Bylaws Section I-1-C

Jul, 1999. Subject of Callerlab Affiliate Membership; motion passed that NTCA Treasurer automatically pay said membership dues every March using the Roster as of that date.

199? The membership passed a resolution that the Caller Cavalcade will be held in conjunction with Roundup until hall rental exceeds \$1,000.

Jan, 2004. The membership voted to add item 13 to Bylaws Section III-V-A, Code of Ethics.

Oct, 2004. Added 60 day time limit on response to re-certification form (Jan, 2011; changed to 30 days).

Oct, 2004. Changed Constitution Article VI, G, from November to last quarter.

Jul, 2005. The membership voted to reduce annual dues from \$25 to \$15 for the year 2006. (Item I-B-1)

Oct, 2006. The membership voted to adopt the following: The NTCA will help sponsor SD lessons financially.

- NTCA will allocate up to \$1,000 per year to subsidize lessons; renewable annually by membership vote
- NTCA will award a subsidy grant from \$100 to \$200
- The number of club awards will range from 5 to 10
- The club must use an NTCA associate or full member caller as the teacher
- The lessons must be for a complete Mainstream level
- The Club must be a NORTEX member
- There must be at least eight new students (defined as a person paying for lessons)
- The NTCA Board will make the final grant selection
- Club application will be made on form: "LssnGrntApp.dot"

Feb, 2007. The membership voted to reduce annual dues from \$25 to \$15 for the year 2007. (Item I-B-1)

Oct, 2007. The membership voted to reduce annual dues from \$25 to \$15 for the year 2008. (Item I-B-1)

Jan, 2008. The membership voted to change Constitution Article VI - Elections - Section F from: The installation banquet will be held on the 3rd Sunday of each January, to the 4th Sunday.

The membership voted to increase the C.O. Guest scholarship from \$400 to \$500.

The membership voted to renew the \$1,000 lesson subsidy grant for 2008.

Apr, 2008. The membership voted to provide \$250 to the current NTCA President to help defray expenses of attending the annual Callerlab convention; if President does not attend the convention, the money will go the Vice President; if the Vice-President does not attend, the money will go to the Secretary; if the Secretary does not attend, the money will go to the Treasurer; if none of the Executive Board go to the annual Callerlab convention the money will be forfeited. This will be an ongoing program to encourage the then current President to attend the current year's Callerlab convention.

Jan, 2010. The membership voted to change the membership re-certification time period requirements to 36 months for Full, 24 months for Associate, and 12 months for Trainee Members.

Jan, 2010. Full and Associate members that meet all of the requirements and goals set forth by the NTCA Constitution and By-Laws will be awarded top priority calling/cueing status when in attendance at the Callers Cavalcade. Lifetime members will always be eligible to call at any NTCA function.

- Jan, 2011. The membership voted to change the Membership and Re-certification requirements.
- 2011 Since NORTEX has instituted a lesson grant program, NTCA voted to discontinue the program it started Oct, 2006 (see above).
- Mar, 2012. The membership voted to rescind the license asterisk (*) that was instituted in Nov, 1994.
- Feb, 2013. The membership voted to reduce annual dues from \$25 to \$15 for the year 2013. (Item I-B-1).
- Feb, 2013. Learning that the hall rental for the 2013 Caller Cavalcade would be \$1,200, the membership voted to pay that amount so that Cavalcade could be held in conjunction with Roundup for this year.
- Nov, 2013. The membership voted to change the C&B:
- to allow election by voice vote;
 - to exclude the President from the Nominating Committee;
 - to merge the Public & Dancer Relations Committees in to a External/Community Relations Committee;
 - to re-write the duties of the Social Committee.
- Nov, 2013. The External/Community Relations Committee shall obtain a list of callers interested in calling a one-time Square Dance Party, and provide this to Computer Services for electronic publication. Should someone contact a caller for a one-time event and he cannot handle the request, he will pass it on to someone who can. Otherwise, he will send it on to the Secretary for email publication.
- May, 2014. The membership voted to add to the Standing Orders for the Secretary to:
- Maintain meeting minutes - include list of attendees
 - Publish NewsLetter; Computer Services can provide mailing labels and email addresses
 - Communicate with NTCA and NORTEX - send copy of NewsLetter to President & Promenade Editor
 - Notify Callerlab of officer change and new contact person (usually the Secretary)
- Aug, 2014. The membership voted to update the Constitution and Bylaws to reflect gender changes, where stated, from he or him to he/she or him/her.
- Nov, 2014 Cavalcade rent for this year (& last) was \$1,200. Standing Orders require a membership vote if rent exceeds \$1,000. M/S/P to suspend SO and approve expenditure. M/S/P that SO 199?, that the Caller Cavalcade be held in conjunction with Roundup **until hall rental exceeds \$1,000**, be rescinded. Hall expense will be dealt with on a year-to-year basis.
- Aug, 2015. The Membership voted to update Constitution and Bylaws Section VII-2-E if sharing equally, can take credit for the event, Section I-2-J removing last paragraph, Section I-3-K removing last paragraph, Section I-2-C, and Section I-D-2 Caller/cuer organized dances, regular club dances.
- Oct, 2015. Cosmetic revisions (bulleted responsibilities) were made to Bylaws Section II and III, as posted in the 8/2/15 NewsLetter.
- Jan, 2016 The membership voted to suspend dues for the year 2016.
- May, 2016 Revised Full Member ReCertification requirements to require only one ReCert after three years.
- Aug, 2016 Revised Trainee 3. F to caller/**cuer's** beginning class; ReCert to Questions 1, 2, & 3... At least **four**...

July 18, 2004. Added the following to the ByLaws document as a standing order:

ADDITIONAL DUTIES OF EXECUTIVE BOARD AND PERMANENT COMMITTEES

PRESIDENT

Plan any Cavalcade; usually delegates operation to Past President
Plan any Special Dance; delegates operation
Plan and delegates any Promenade ads, flyers
Co-ordinate all committee work
Approve all expenses, co-sign checks
Attend NORTEX quarterly meetings representing NTCA

VICE PRESIDENT

Set up any Programs to be put on at the meetings

TREASURER

Monthly checking account reconciliation
Maintain checking account signature list (can delegate)
Dues are due Feb 1st - mail out dues notices; Computer Services can provide mailing labels and notice master
Upon receipt of dues, provide Computer Services with up-to-date member info

SECRETARY

Maintain meeting minutes – to include list of attendees of the meeting
Publish NewsLetter; Computer Services can provide mailing labels and email addresses
Communicate with NTCA and NORTEX - send copy of NewsLetter to President & Promenade Editor
Notify Callerlab of officer change and new contact person (usually the Secretary)

MEMBERSHIP COMMITTEE

Needs a supply of all Application & Re-certification forms, C&B, current Directory
Send forms & receive applications and initial dues check
Forward check to Treasurer
Forward all info to NTCA President, VP, Treasurer, and Secretary
When approved, NTCA Secretary forwards info to NORTEX Secretary (to receive Promenade)
 forward to Computer Services; posts to "official" Roster
 forward to WebMaster; posts to website
 send C&B and Directory to new member
Effects the Re-certification process as stated in the ByLaws; Computer Services provides current list

COMPUTER SERVICES COMMITTEE

Maintain C&B; provide copy to the Secretary & Membership Chairman
Maintain membership Applications original documents & Re-certification forms
Provide mailing labels as needed
Membership Roster shall be completed based on the dues report from the Treasurer by April 1st; Computer Services shall have (and maintain) the "official" Roster
Provide a membership Directory, obtain copies, bring to May/July meeting for distribution; coordinate w/Secretary to mail out the rest; extra copies to Membership Committee
Provide NORTEX a membership Roster suitable for printing in the Promenade (coordinate with Secretary)
Forward Roster to NORTEX Secretary for their annual mailing list up-date (coordinate with Secretary)