

**BY-LAWS**  
**NORTH TEXAS SQUARE AND ROUND DANCE ASSOCIATION**

REVISED – FEBRUARY 1982  
REVISED – FEBRUARY 1985  
AMENDED – NOVEMBER 2006  
AMENDED – FEBRUARY 2008  
AMENDED – APRIL 2022

**ARTICLE I – NAME**

**Section 1.1 NAME** – The name of this organization shall be the NORTH TEXAS SQUARE AND ROUND DANCE ASSOCIATION, commonly known as and referred to herein as NORTEX.

**ARTICLE II – PURPOSE**

**Section 2.1 PURPOSE** – NORTEX shall be a non-profit, incorporated organization whose Purpose is to promote and stimulate interest in square dancing as a recreational activity among new dancers, groups and clubs. Square dancing shall be construed to include Contra, Clogging , Square and Round Dancing. Further, NORTEX shall fulfill this Purpose by maintaining communication between Member Clubs regarding club dances, special dances, meeting places, callers and festivals.

**ARTICLE III - MEMBERSHIP**

**Section 3.1 CATEGORIES** – Full membership in NORTEX shall be divided into two categories: individuals and clubs. Prospective members shall satisfy the qualifications of the category for which they are applying to be considered for membership. Membership shall include such privileges as determined by the NORTEX Delegates.

**Section 3.2 QUALIFICATIONS** – Prospective NORTEX members shall meet the following qualifications to be considered for membership. Member(s) shall be defined to include both individual and clubs.

**Section 3.2.1 INDIVIDUAL** – Individuals become members of NORTEX when the club to which they actively belong is a NORTEX member in good standing and the dues for both club and individual are current.

**Section 3.2.2 CLUB** – Clubs desiring membership in NORTEX shall make application to the Membership Committee and provide such information and documentation as determined by the Committee. A Member Club shall be composed of dancers which have elected at least a President, Vice-President and Secretary/Treasurer. Three (3) NORTEX Delegates shall have been elected or appointed to represent the club at NORTEX meetings (the Club President being one NORTEX Delegate). It shall be the duty of each Member Club to notify the NORTEX Secretary in writing or by email of its authorized NORTEX Delegates. The club shall agree to schedule at least one open dance each quarter and shall agree to support and serve within NORTEX as needed to fulfill the Purpose of NORTEX. To be considered in good standing, the club shall meet these qualifications and the dues shall be current.

**Section 3.2.2.1 CLUB 180-DAY PROVISIONAL MEMBERSHIP** – A 180-Day Provisional Membership is available to assist an organized group of individuals, which do not presently meet full membership guidelines, in forming a square dance club (as defined in Article III; Section 3.2.2). This Provisional Membership will not have voting privileges, shall be eligible for liability insurance coverage and for PROMENADE advertising at Member Club rates. A Provisional Membership application shall be submitted to the Membership Committee with beginning and expiring provisional dates. Prior to the end of the Provisional Membership expiring date, the organized group shall seek full membership to NORTEX by the method outlined in Article III; Section 3.2.2 or the Provisional Membership is voided and can only be extended if the club has completed and submitted the Application for Club Membership in NORTEX to the Membership Committee prior to the expiring date of the Provisional Membership.

**Section 3.3 MEMBERSHIP DUES** – The amount of annual dues for both individual members and Member Clubs of NORTEX shall be in the amount specified by the NORTEX Delegates. NORTEX

Delegates shall be notified at their last known contact list address, mailing and/or email, ten (10) days prior to any meeting to consider adjustment of the amount of dues.

**Section 3.3.1 INDIVIDUAL MEMBER** – Individuals belonging to more than one club shall have their annual dues collected by only one club (Home Club). Individuals are responsible for paying NORTEX dues to their Home Club. There will be no refund of duplicate NORTEX dues payments. Annual dues shall be payable prior to May 1 for the fiscal year of July 1 through June 30. For individuals joining NORTEX between January 1 and June 30 of the fiscal year, the dues for the remainder of the year shall be fifty (50) percent of the annual membership dues. Annual dues not received by June 1 shall result in removal from the NORTEX renewal membership and contact list. A fee, as specified by the NORTEX Delegates, may be assessed in addition to the dues in order to reinstate the member.

**Section 3.3.2 MEMBER CLUBS** – Annual dues shall be remitted to the NORTEX Secretary prior to May 1 each fiscal year and shall be accompanied by the NORTEX renewal membership roster with the name, cell phone number, land line phone number, email address and mailing address of each club member. The annual dues for each individual member shall accompany the club dues and the individual members paying NORTEX dues through another club so noted. All checks shall be payable to NORTEX. Annual dues not received by June 1 shall result in removal from the NORTEX renewal membership and contact lists.

**Section 3.3.3 NEW CLUBS** – The initiation fee and first year dues for clubs making application to NORTEX shall be as specified by the NORTEX Delegates and shall be included with the application to the Membership Committee. New clubs shall also include with the application the same lists and individual dues specified for Member Clubs.

**Section 3.4 REMOVAL** – Any Elected or Appointed Officer, NORTEX Delegate or Member of NORTEX may be removed for violation of the By-Laws or other just cause. Such removal shall require a two-thirds (2/3) vote of the NORTEX Delegates present and voting at any regular or special NORTEX meeting.

#### **ARTICLE IV - NORTEX DELEGATES**

**Section 4.1 GOVERNMENT** – The government of NORTEX shall be vested in the Officers, the NORTEX Delegates and the Delegates-At-Large.

**Section 4.2 NORTEX DELEGATES** – The NORTEX Delegates shall consist of three (3) representatives from each Member Club, of which the Club President shall be one. No individual shall have more than one vote regardless of office or delegate status. The Member Clubs shall notify the NORTEX Secretary in writing or by email of their authorized NORTEX Delegates. NORTEX Delegates shall receive no salary from NORTEX.

**Section 4.3 PAST NORTEX PRESIDENTS** – Past NORTEX Presidents shall be considered NORTEX Delegates-At-Large so long as they belong to a Member Club and are not NORTEX Delegates of a club. Past NORTEX Presidents serving in an Elected Officer position shall retain their voting privilege, except for the current NORTEX President. The current NORTEX President, if a Past NORTEX President, shall withhold voting unless there is a tie vote. Each Past NORTEX President, couple or individual, shall have one vote regardless of the number of terms served, consecutively or non-consecutively.

**Section 4.4 ELECTED NORTEX OFFICERS** – If an Elected Officer is also serving their Member Club as a NORTEX Delegate, they shall retain the voting privilege of a NORTEX Delegate.

#### **ARTICLE V – NORTEX ELECTED OFFICERS AND DIRECTORS**

**Section 5.1 MANAGEMENT** – The management of NORTEX shall be vested in the Executive Committee subject to the approval of NORTEX Delegates, if required, at each regular or special NORTEX meeting.

**Section 5.1.1 EXECUTIVE COMMITTEE** – The Executive Committee shall include the President, President Pro-Tem, Secretary and Treasurer. The Parliamentarian will be an ex officio member.

**Section 5.1.2 EXECUTIVE COMMITTEE DUTIES** – The Executive Committee shall conduct the management of NORTEX between regular or special NORTEX meetings and have the authority for expenditure approval for such management functions without NORTEX Delegates approval.

**Section 5.1.3 DIRECTORS** – Four (4) Directors shall serve (on staggered terms) to assist in the administration of funds management duties.

**Section 5.2 FUNDS** – NORTEX funds shall be withdrawn from the bank or banks with which they are on deposit by the signature (one) of a member of the Executive Committee or Directors by either check, debit or credit card after proper expense documentation and approval. Electronic communication of expense documents and approval process is acceptable.

**Section 5.2.1 DEBIT CARD** – NORTEX Debit Cards will be controlled by the Directors, subject to bank requirements. Those authorized to use a debit card will be determined by the Directors.

**Section 5.2.2 CREDIT CARD** – NORTEX Credit Cards will be controlled by the Directors. Those authorized to use a credit card will be determined by the Directors.

**Section 5.3 ELECTED OFFICERS** – The Elected Officers shall consist of a President, significant number of Area Vice-Presidents so that none are responsible for less than five (5) nor more than ten (10) Member Clubs, a Secretary and a Treasurer. The term of Office shall be defined to include spouses where applicable. No Elected Officer shall receive a salary from NORTEX.

**Section 5.3.1 QUALIFICATIONS** - NORTEX Officers shall belong to a Member Club and have been a member of NORTEX for at least one year. Elected Officers shall not engage in a profit making activity connected with square dancing, where profit making is defined as calling or cueing. Candidates for the office of President shall have previously served NORTEX in an elected capacity. Officers shall be bondable.

#### **Section 5.3.2 DUTIES OF ELECTED OFFICERS**

**Section 5.3.2.1 PRESIDENT** – The President shall preside at all NORTEX meetings. During the interval between NORTEX meetings, the President shall have the authority to perform routine and emergency activities of NORTEX not previously anticipated. The President shall appoint officers and committees as are required to conduct NORTEX business. The President shall be an ex officio member of all committees, except the Nominating Committee. The President will be the chair of the Executive Committee.

**Section 5.3.2.2 AREA VICE-PRESIDENTS** – The Area Vice-Presidents shall perform such duties as determined by the President. Their primary duty shall be the service, liaison and coordination between the Member Clubs in their designated Area and NORTEX. In addition, they shall have responsibility in the aid of new clubs becoming NORTEX Members. One of the Area Vice-Presidents shall be elected by the NORTEX Delegates to serve as President Pro-Tem with the responsibility to assume the President's duties should the President be absent or become incapacitated. The President Pro-Tem will serve on the Executive Committee.

**Section 5.3.2.3 TREASURER** – The Treasurer shall have custody of all NORTEX monies and shall keep an accurate account of funds received and disbursed by NORTEX. The Treasurer shall pay any item of expense incurred by NORTEX with proper approved expenditure documents. The Treasurer shall serve on the Executive Committee, Budget Committee and shall be Finance Chairman of all functions undertaken by NORTEX. The fiscal year for NORTEX shall be July 1 through June 30. The Treasurer shall submit all books and records of NORTEX transactions to the annual Financial Review Committee, appointed by the President and approved by the NORTEX Delegates, within 30 days of the close of the fiscal year.

**Section 5.3.2.4 SECRETARY** – The Secretary shall keep a correct record of the business conducted at all NORTEX meetings and maintain all records pertaining to NORTEX Members and the NORTEX contact list. Records may be conveyed to a NORTEX Officer at the request of the NORTEX President. All other requests require approval of the NORTEX Delegates. Under no circumstances shall contents be conveyed to any individual or group for a non-NORTEX Purpose (as defined in Article II) without approval of the NORTEX Delegates. The Secretary shall maintain a record of all Standing Rules, Rules of Order

and Association Guidelines. The Secretary shall assume the President's duties should the President and President Pro-Tem be absent or become incapacitated and shall serve on the Executive Committee.

**Section 5.4 NOMINATION OF OFFICERS** – Persons desiring to serve as a NORTEX Elected Officer shall submit a letter, electronically or by regular mail, to the NORTEX President and members of the Nominating Committee. Said letter shall state their desire to serve and outline their qualifications for the office they are seeking.

**Section 5.4.1 NOMINATING COMMITTEE** – Not less than ninety (90) days prior to the annual election, the President shall appoint a Nominating Committee consisting of not less than one (1) nor more than three (3) members from each area. Each area shall be represented by an equal number of representatives. The candidates for the Committee shall be selected from the current NORTEX Delegate roster, where possible, and shall be submitted to the NORTEX Delegates for approval.

**Section 5.4.2 NOMINATING PROCEDURES** – Committee members shall have one (1) vote when choosing a candidate for each office. The Committee will confirm with the Executive Committee there are enough Area Vice-President candidates to meet the requirements of Article V; Section 5.3. A quorum of at least fifty (50) percent of the Committee shall be required to transact business. The Committee shall choose a foreman from their members to conduct the meeting(s). Not less than thirty (30) days prior to the annual election, the Committee shall make a written report of their recommendations to the NORTEX Delegates.

**Section 5.5 ELECTION OF OFFICERS** – At the annual election meeting, additional names may be placed in nomination from the floor provided the nominee has consented to serve, if elected, and meets the qualifications listed herein for the office.

**Section 5.5.1 ELECTRONIC ELECTION MEETING** – Should unforeseen circumstances prevent a face-to-face meeting for the election meeting, an electronic election meeting shall be held as defined in Article VII; Section 7.1.1.

**Section 5.6 TERM OF OFFICE** – The term of office shall be for one year and election to the same office shall be limited to two consecutive years. Said term shall begin July 1<sup>st</sup> and end June 30<sup>th</sup> of the following year. The new officers shall be installed prior to July 1.

**Section 5.6.1 SUSPEND LIMIT OF TWO CONSECUTIVE TERMS** – If there is no candidate for an elected office, the Nominating Committee shall notify the President. If the President and Executive Committee cannot locate a candidate, the Executive Committee will recommend to the NORTEX Delegates a ballot vote with two-thirds (2/3) approval vote to suspend the rules of two consecutive terms of office.

**Section 5.6.2 EXTENTION OF TERM** – Should there be no NORTEX face-to-face or electronic election meeting or no candidate elected, the current officer(s) will remain in office until their successor(s) are installed.

**Section 5.7 VACANCIES** – Should an Elected or Appointed Officer resign or be unable to serve, or no candidate be installed, the President shall appoint a replacement for the remainder of the term of office of the vacant position. Should no candidate be elected, at the annual election meeting, their position remains vacant until the President Elect is installed.

**Section 5.8 DIRECTORS** – Directors shall consist of three (3) individuals and automatically, the Immediate Past President. No Director shall receive a salary from NORTEX. Directors shall not hold concurrently the NORTEX Treasurer position. Directors shall be bondable.

**Section 5.8.1 QUALIFICATIONS** – Directors shall belong to a Member Club and previously served as President or Treasurer of NORTEX. Directors shall not engage in a profit making activity connected with square dancing as defined in Article V; Section 5.3.1. The Directors are not Elected Officers.

**Section 5.8.2 DUTIES OF DIRECTORS** – The Directors shall be signatories on the NORTEX bank account and control the issuance of the NORTEX Debit Cards and Credit Cards to NORTEX Officers as defined in Article V; Sections 5.2.1 and 5.2.2. The Directors shall assist in the administration of funds management for NORTEX as specified in Article V; Section 5.1.3.

**Section 5.8.3 APPOINTMENT OF DIRECTORS** – Three (3) Directors shall be appointed by the Executive Committee and approved by NORTEX Delegates at the annual election meeting. The Immediate Past President is automatically Director 1.

**Section 5.8.4 TERM OF OFFICE** – The three (3) appointed Directors shall each serve a three (3) year term. However, in 2022 to establish staggered terms of office, Director 2 shall serve for three (3) years, Director 3 shall serve for two (2) years and Director 4 shall serve for one (1) year. Director 1 shall serve until succeeded by the next Immediate Past President. Said terms shall begin on July 1 of the election year.

**Section 5.8.5 VACANCIES** – Should a Director resign or be unable to serve, the Executive Committee shall appoint a replacement for the remainder of the term of office of the resigning Director.

## **ARTICLE VI – COMMITTEES**

**Section 6.1 STANDING COMMITTEES** – The Standing Committees shall consist of the Membership Committee and the Budget Committee. Appointments to these committees shall require NORTEX Delegate approval. The term of office shall be for one year.

**Section 6.1.1 MEMBERSHIP COMMITTEE** – The Membership Committee shall evaluate the qualification of all applications for NORTEX membership of prospective clubs and make recommendations to the NORTEX Delegates. The Membership Committee shall process Provisional Membership applications.

**Section 6.1.2 BUDGET COMMITTEE** – The Budget Committee shall prepare an annual budget allotting the funds available in such proportions as deemed necessary to the functioning of committees and officers for the operation of NORTEX. The proposed budget shall be submitted to the NORTEX Delegates for their approval prior to the end of the fiscal year.

**Section 6.2 SPECIAL COMMITTEES** – The President may create Special Committees as necessary for the proper function of NORTEX by submitting the name of the committee chairmen to the NORTEX Delegates for approval.

## **ARTICLE VII – MEETINGS AND FUNCTIONS**

**Section 7.1 REGULAR MEETINGS** – There shall be a minimum of five (5) regular NORTEX meetings, one (1) meeting in each quarter beginning with the months of July, October, January and April with the fifth (5) meeting being Installation. The meeting in the quarter beginning in April shall be the annual election meeting. The Installation meeting, for installation of officers and other such business as may be presented for NORTEX Delegate action, shall take place after the annual election and prior to the start of the fiscal year on July 1.

**Section 7.1.1 ELECTRONIC MEETINGS** – In the event of a national, state or local emergency or weather related event involving inability to meet face-to-face, any regular scheduled or special NORTEX meeting, including committee meetings, can be held electronically by commonly used software packages, including email. The Executive Committee will determine when an electronic meeting will be held. All NORTEX Delegates will be notified with sufficient time to accommodate participating in an electronic meeting. Results of voting conducted by email will require NORTEX Delegate approval at the next regular or special face-to-face meeting.

**Section 7.2 SPECIAL MEETINGS** – Special NORTEX meetings shall be called by the President or at the request of twenty (20) percent of the NORTEX Delegates.

**Section 7.3 NOTICE OF MEETINGS** – NORTEX Delegates shall be notified of all meetings at their last known email address or notification posting on the NORTEX Website at least ten (10) days prior to the meeting.

**Section 7.4 VOTING** – Each Member Club represented at regular or special NORTEX meetings (face-to-face) by their authorized NORTEX Delegates, shall have no more than three (3) votes on matters considered; however, no NORTEX Delegate shall have more than one vote. Proxies shall not be

recognized at any meetings. All matters considered shall be decided by a majority vote of the NORTEX Delegates present and voting except those matters listed herein as requiring a two-thirds (2/3) vote for passage.

**Section 7.4.1 ELECTRONIC VOTING** – Should it be necessary to hold an electronic meeting, as defined herein, and NORTEX Delegates must vote on matters considered, an electronic ballot will be designed in a manner as to be acceptable as meeting the NORTEX requirement of three (3) votes for each Member Club. At least ten (10) days prior to an electronic meeting, the NORTEX Secretary shall contact each NORTEX Delegate to ask if they will be active at the electronic meeting. Contact may be made by email. Those NORTEX Delegates stating they will be active shall be considered present for the meeting. At least two-thirds (2/3 or greater than 66%) of the NORTEX Delegates considered present at the electronic meeting must vote for passage of any matter considered.

**Section 7.5 DISRUPTIVE DANCERS/GUESTS** – Any members or guest that are being disruptive and/or aggressive at any NORTEX meeting or sponsored function, can be asked to leave by a current NORTEX Executive Committee member or by the NORTEX sponsored function Chair.

**Section 7.6 QUORUM** – A quorum at a regular, special or electronic NORTEX meeting shall consist of the NORTEX Delegates present.

**Section 7.7 RULES OF ORDER** - “Robert’s Rules of Order Revised” shall govern the proceeding of all NORTEX meetings unless superseded by these By-Laws. NORTEX Delegates may change or modify these rules.

## **ARTICLE VIII – DISSOLVING THE ORGANIZATION**

**Section 8.1 VOTE** – Dissolution of the organization shall be accomplished under the same requirements for voting and quorums as a change to the By-Laws.

**Section 8.2 PROCEDURE** – In the event of the dissolution of the Association, by lapse of time or otherwise when it has, or is entitled to, any interest in any funds or property of any kind, real, personal or mixed, such funds or property rights thereto shall not be transferred to private ownership but shall be transferred to each of the Member Clubs comprising the Association in a proportional division to each of the clubs based on the number of NORTEX members of record. New Clubs, if any, with less than two (2) years in NORTEX shall not participate in any dissolution action. The amount or kinds of distributions to each of the clubs shall be determined by the Executive Committee and approved by the NORTEX Delegates before any distributions are made. In the event no clubs or NORTEX Delegates are remaining, then such funds or property or right thereto shall be donated to a public charitable organization determined by a committee composed of the current Executive Committee, current Directors and the then known active Past NORTEX Presidents.

## **ARTICLE IX - AMENDMENTS**

**Section 9.1 PROCEDURE** – These By-Laws may be amended at any regular or special NORTEX meeting, provided that the amendment or amendments have been submitted in writing to the NORTEX Secretary at the previous regular NORTEX meeting and text of the By-Laws change and notification of By-Laws voting has been placed in the PROMENADE proceeding the voting meeting.

**Section 9.2 QUORUM** – The proposed amendments shall be voted upon at the next regular or special NORTEX meeting. A quorum as defined in Article VII; Section 7.6 must be present at the By-Laws voting meeting.

**Section 9.3 VOTE** – A favorable vote of two-thirds (2/3) of the NORTEX Delegates present and voting at the meeting shall result in the adoption of the change(s).

## **STANDING RULES**

1. November 14, 1982 – Motion was made, seconded and carried that NORTEX callers can advertise in the Promenade at Club rates provided they call for a NORTEX club and are current members of the North Texas Callers Association.
2. Rescinded February 20, 2022.
3. February 7, 1985 – Motion made, seconded and carried that the President and Chairman of any special event could set the fee for that event.
4. February 20, 2022 – Recommendation made and carried to accept the PROMENADE or electronic communication (email or NORTEX Website) as the official means of notification to NORTEX Delegates.
5. Rescinded February 20, 2022.
6. February 7, 1985 – Motion made, seconded and carried that the President has the right to hire callers and cuers for future Round-Ups, not to exceed 4 years.
7. November 16, 2003 – Motion made, seconded and carried that the application fee for a new club in NORTEX be \$75.00 effective January 1, 2004.
8. November 16, 2003 – Motion made, seconded and carried that the annual NORTEX club dues be \$25.00 effective July 1, 2004.
9. November 16, 2003 – Motion made, seconded and carried that the annual NORTEX membership dues be \$10.00 per dancer over the age of 19, \$5.00 per dancer between the ages of 10 and 19, and free for dancers under the age of 10, effective January 1, 2004.
10. February 20, 2022 – Recommendation made and carried that the Executive Committee and Promenade Editor can set the annual subscription rates for mailing of a black and white hard copy of the PROMENADE. Annual subscription rates will be based on the expenses incurred in the production and mailing of the PROMENADE at the time of mailing. Annual subscription rates shall run on the same fiscal year as NORTEX: July 1 through June 30.
11. Rescinded February 20, 2022.

## **SPECIAL RULES OF ORDER**

1. August 5, 2007 – Motion made, seconded and carried that for this and future NORTEX Quarterly Business Meetings all debates should be limited to 2 speeches per person and each time a speaker speaks, it will be limited to 3 minutes. Any delegate wishing to introduce a motion from the floor must present this motion to the NORTEX Secretary in writing by the end of the recess time in order to be recognized to speak.