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**ASSOCIATED SQUARE DANCERS
OF SUPERIOR CALIFORNIA, INC.**

**(A NON-PROFIT ORGANIZATION)
ORIGINAL BYLAWS ADOPTED 1954**

REVISED OCTOBER 1956
REVISED OCTOBER 9, 1967
REVISED JULY 14, 1974
REVISED JULY 14, 1991
REVISED JULY 11, 1993
REVISED OCTOBER 8, 1995
REVISED APRIL 10, 2005

REVISED OCTOBER 10, 1965
REVISED OCTOBER 9, 1967
REVISED DECEMBER 9, 1984
REVISED OCTOBER 13, 1991
REVISED OCTOBER 9, 1994
REVISED JULY 20, 1997

REVISED JULY 9, 1967
REVISED JULY 13, 1969
REVISED OCTOBER 8, 1989
REVISED APRIL 12, 1992
REVISED JULY 9, 1995
REVISED JULY 19, 1998

ARTICLE I - Name

The name of this organization is **ASSOCIATED SQUARE DANCERS OF SUPERIOR CALIFORNIA (ASDSC), INC.**, a nonprofit corporation under the laws of the STATE OF CALIFORNIA, hereinafter referred to as the Association.

ARTICLE II - Purpose

The purpose of this Association shall be: to promote Square Dancing, Round Dancing, Clogging, Contra Dancing, and Country Western Dancing for pleasure in a spirit of good fellowship; to educate and teach the youth and general public in the fundamentals, culture, and heritage in all types of dances in our Association; to exchange information between Clubs and encourage inter-Club activities so as to have a closer fellowship between Member Clubs. (Rev: 4/92)

ARTICLE III - Definitions

- a. The "**ASSOCIATION**" as referred to in these Bylaws shall mean the Associated Square Dancers of Superior California, Inc., and shall include square, round, clogging, contra, and country western dancers within the Association boundaries. (Rev: 7/92)
- b. "**DANCERS**" as referred to in these Bylaws shall include any person(s) who square, round, clog, contra or country western dance. (Rev: 7/92)
- c. "**QUORUM**" as referred to in these Bylaws shall mean the presence of at least 51% of either "**BOARD**" members or "**MEMBER CLUBS**" at their respective meetings.
- d. "**BOARD**" as referred to in these Bylaws shall mean the Board of Directors as defined in ARTICLE VII of these Bylaws. (Rev. 4/05)
- e. "**DELEGATE**" as referred to in these Bylaws shall mean the representatives of Full Member Clubs. (Rev: 10/91)
- f. "**MAJORITY**" as referred to in these Bylaws shall mean at least 51% of those present at any Association meeting at which a "**QUORUM**" has been established.
- g. "**CLUB**" as referred to in these bylaws shall mean a group of dancers who have met the requirements as set forth in ARTICLE V of these Bylaws.
- h. "**FULL MEMBER CLUB**" as referred to in these Bylaws is a club which has met ALL of the requirement as set forth in ARTICLE V, Section 2 a. of these Bylaws. (Rev. 4/05)
- i. "**SUBSCRIBER MEMBER CLUB**" as referred to in these Bylaws is a club which meets ALL the requirements as set forth in ARTICLE V, Section 2 b. of these Bylaws. (Rev. 4/05)
- j. "**TRAVELING MEMBER CLUB**" as referred to in these Bylaws is a club which has met ALL the requirements as set forth in ARTICLE V, Section 2 C. of these Bylaws. (Rev. 4/05)
- k. "**SPECIAL MEETING**" as referred to in these Bylaws shall be any unscheduled meeting of Delegates and/or Board members called by a person or group as set forth in ARTICLE X, Section 1.b. or 2.b. of these Bylaws. (Rev. 7/92)
- l. "**FISCAL YEAR**" as referred to in these Bylaws shall mean the calendar year from January 1 to December 31. (Rev. 7/92)
- m. "**COUNCIL**" as referred to in these Bylaws, is the California Square Dance Council, Inc., a body of Square Dance Affiliates in the State of California that is comprised of a representative from each member Affiliate and Council's elected officers. (Rev. 4/05)

ARTICLE IV - Conduct of Business

This Association shall be organized and conduct business in accordance with Robert's Rules of Order, Revised, except when inconsistent with these Bylaws and Standing Rules of this Association.

Section 1. Amendment of Bylaws (Rev. 7/93)

- a. These Bylaws may be amended by the majority vote of a Quorum of Delegates at any General or Special Meeting.
- b. Fourteen (14) days prior written notice of such proposed amendment(s) shall be distributed to all Board Members before the meeting at which such amendment(s) is to be considered for recommendation to the delegates.
- c. Twenty-five (25) days prior written notice of such proposed amendment(s) shall be distributed to all Delegates and their club president before the meeting at which such amendment(s) is to be considered for adoption.

Section 2. Standing Rules (Rev. 7/93)

Standing Rules may be adopted, revised, or rescinded by a majority vote of the Delegates present at any General or Special Meeting.

Section 3. Guidelines

Guidelines may be adopted, revised, or rescinded by a majority vote of the Board present at any Board or Special meeting. (Rev. 10/91)

Section 4. Dissolution (Rev. 10/91)

In the event of dissolution of this Association, after payment of all obligations, the remaining assets shall be distributed by the Board as follows:

- a. Equally to the Members Clubs, or,
- b. To any charitable organization in any proportion deemed advisable by the Board.
- c. In no event shall the assets be distributed to any officer, director, or employee of the Association.

Section 5. Quorum

No business of the Association shall be transacted without a legal quorum present. (Rev. 10/91)

ARTICLE V - Membership

Section 1. Membership

The membership of the ASSOCIATED SQUARE DANCERS OF SUPERIOR CALIFORNIA, hereafter referred to as the "Association," shall be comprised of the individual members of Square Dance, Round Dance, Clogging, Contra, or Country Western dance groups affiliated with the Association.

- a. Such groups shall be hereafter referred to as "Member Clubs."
- b. Each individual shall join the Association annually with their dues paid through their Member Clubs and shall be entitled to all benefits and privileges.
- c. Members may join any number of Member Clubs, but they shall be required to pay Association dues only once. (Rev. 7/97)

Section 2. Member Club

This Association shall have the following types of member clubs. (Rev. 4/05)

- a. **Full Member Clubs** (Rev. 10/91)
Full Member Clubs shall be defined as follows for the purpose of admittance to the Association, and shall...
 1. Be composed of sixteen or more dancers. (Rev. 7/93)
 2. Have a regular place of meeting.
 3. Be primarily devoted to square, round, clogging, contra, or country western dancing. (Rev. 7/92)
 4. Have acceptable Club Bylaws and appointed or elected officers and delegates.
 5. To be eligible to vote on Association business, a new Full Member Club must have had representation at a previous General Meeting. (Rev. 7/93)

- b. **Subscriber Member Clubs** (Rev. 7/92)
 1. A Subscriber Member Club is a Club that elects not to be a Full Member Club. Said Club shall lie within the Association boundaries as set forth by Council and be greater than eighty (80) road miles from Roseville, CA. (Rev. 4/05)
 2. A Subscriber Member Club shall receive all rights, privileges, and benefits except the right to vote.
 3. A Subscriber Member Club must meet Full Member Club requirements in Section 2.a.1. thru 2.a.4. above. (Rev. 7/93)
 4. A Subscriber Member Club can become a Full Member Club by meeting Full Member Club requirements and upon presentation of a written application by a Club officer.

- c. **Traveling Member Clubs** (Rev. 4/05)

Traveling Member Clubs shall be defined as follows for the purpose of admittance to the Association, and shall:

 1. Be composed of six (6) or more dancers.
 2. Have a letter on file with the Membership Director stating their status as a traveling club with no regular place of meeting or regular workshop day.
 3. Be primarily devoted to square, round, clogging, contra, or country western dancing.
 4. Have acceptable Club Bylaws and appointed or elected officers and delegates.
 5. To be eligible to vote on Association business, a new Traveling Member Club must have had representation at a previous General Meeting.

Section 3. Admission of Clubs

- a. A Member Club shall be admitted by a majority vote of the Board after an investigation by the Membership Director to verify the qualifications as set forth in Section 2. above.
- b. Application for membership must be presented to the Board **IN PERSON BY AN OFFICER FROM THE CLUB.** (Rev. 7/92)

Section 4. Duties and Responsibilities of Member Clubs

Member Clubs shall:

- a. Abide by the Bylaws and Standing Rules of the Association.
- b. Full Member Clubs must have representation at a minimum of three General Meetings per year. (Rev. 7/93)
- c. Provide the Membership Director with a copy of their current club Bylaws, and the following items **NOT LATER** than October 1: (REV: 7/92)
 1. Association Membership Dues.
 2. Two copies of club roster.
 3. List of Officers and Delegates.
 4. Date, time and location of workshops, plus name and address of the group/person to receive certificate of insurance.
 5. Date, time and location of all weekend or special dances, plus name and address of the group/person to receive certificate of insurance.
 6. Club Blood Donor List. (REV: 7/91)
- d. Furnish the Association Bylaws Committee a written request for any changes to the Association Bylaws and Standing Rules.
- e. Submit officer changes and changes to workshop and all other dance locations as they occur to the Secretary. (REV: 7/92)

Section 5. Membership Dues

- a. All member clubs shall pay dues as approved by the delegates at the July General meeting each year.
 1. Said dues shall be due and payable on **OCTOBER 1** of each year.
 2. Club delegates shall inform their clubs of the amount approved. (REV: 7/93)
 3. Clubs shall submit a complete membership roster when paying their annual membership dues. (REV. 4/05)
- b. At each quarterly General meeting clubs are to submit:
 1. To the Membership Director an updated membership roster showing any additions, deletions or other changes to the club's current membership roster, including any recent new dancer class graduates.
 2. Payment of Association membership dues for any new members, including any recent new dancer class graduates that are not current paid members Association.
 3. After June 30 of each year, clubs will only be required to pay as Association dues for new members the pro-rated amount for individuals as determined by the Council's State Insurance program. (Rev. 4/05)
- c. New clubs joining the Association in accordance with Article V, Section 2.a. shall pay dues upon joining the Association. (REV: 7/93)

- d. Club dues shall be considered in arrears if not paid by October 31. A late fee of \$25.00 will be charged for clubs paying dues between November 1 and December 31. (Rev. 4/05)
- e. The total Clubs' dues shall not be less than the minimum required for insurance as determined by the Council's State Insurance program. (Rev. 4/05)
- f. Subscriber Member Clubs, in addition to their dues, shall pay an annual fee of \$20.00.

Section 6. Termination of Membership

- a. Club membership may be terminated by a majority vote of the Board if requirements for membership are not maintained as in Sections 4 and 5 of ARTICLE V. (REV: 7/97)
- b. Club membership will automatically terminate if Club dues are in arrears as of January 1. (REV: 7/97)

Section 7. Reinstatement

Any club which drops its membership or which has been terminated by Board action shall be eligible for reinstatement, subject to the following: (REV: 10/91)

- a. Any Club terminated for delinquent dues may be reinstated within three (3) months of termination upon payment of annual membership dues plus a \$25.00 reinstatement fee, accompanied by the required items in Section 4.c. above. (REV. 4/05)
- b. Any Club terminated by Board disciplinary action **cannot** reapply for membership for a period of one (1) year. (REV. 4/05)
- c. A terminated club shall be reinstated upon application to the Association, accompanied by the required items in Section 4.c. above and a \$25.00 reinstatement fee. (REV. 4/05)
- d. Any terminated club wishing to reapply within a twenty-four (24) month period **MUST** pay a reinstatement fee. After twenty-four (24) months the club may apply for membership as a new Club. (REV: 7/92)

ARTICLE VI - Delegates

Section 1. Qualifications

- a. Delegates shall consist of four(4) individuals from each Member Club.
- b. No delegate may represent more than one (1) club.
- c. No delegate, nor his or her partner, may be a paid Square, Round, Clogging, Contra, Country Western dance instructor, caller, or cuer. (Rev: 7/92)
- d. Delegates shall be selected by their club for a minimum recommended term of one (1) year. (Rev: 7/92)

Section 2. Duties

- a. Delegates shall establish the general policy relating to all Association activities.
- b. Each Full Member Club delegate shall have one vote.
- c. Delegates, by a majority vote, shall elect officers and directors and may remove any officer or director from office by a two-thirds (2/3) vote.

ARTICLE VII - Board of Directors (REV. 4/05)

Section 1. Membership

The Board shall consist of the Elected Officers, Directors, and the following appointed Chairperson(s): Harvest Hoedown (be it the Jr. Past President or an appointed Chairperson) and Fun Weekend (be it the Vice President or an appointed Chairperson). (REV. 4/05)

- a. Each member shall have a voice and a vote in matters before the Board, except the President who has a voice but shall vote only in case of a tie. (Rev: 7/95)
- b. Special Committees and Representatives may have a voice but **NO VOTE** and shall include: Budget Committee, Inaugural Ball, Audit Committees, other Special Committees, *Squarecaster*, and representatives from other Associations. (Rev: 7/92)
- c. The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, and Jr. Past President. (Rev. 4/05)

Section 2. Duties and Functions

- a. The Board shall function as an executive body to carry out the policies and direct the affairs of the Association.
- b. A majority of the Board shall have the power to fill any unfilled position, and appoint a replacement for any Board member who resigns, is dismissed or is unable to serve for the balance of such person's term, with the exception of the Presidency. (Rev: 7/92)
- c. A majority of the Board shall have the power to appoint additional Directors as required by any conditions causing need for additions. Such additional Directors shall be appointed for the remainder of the elective term.

ARTICLE VIII -- Officers & Directors

Section 1. Qualifications for Officers and Directors

- a. Couples/singles shall be elected to serve as officers and directors of the Association.
- b. No paid square, round, clogging, contra, or country western dance instructor, teacher, caller or cuer or their partner may be an officer or director of the Association. (Rev. 7/92)
- c. To be eligible for election, a person must be a present or past Member Club officer or delegate. (Rev. 7/92)
- d. To be eligible for election a person must be a member in good standing of a Full Member Club.

Section 2. Payment for Services

All officers and directors shall serve without pay or benefits with the following exceptions:

- a. Expenses authorized by the Board.
- b. Expenses incurred under \$100.00 may be paid by the Treasurer without board approval. (REV. 4/05)
- c. The Secretary shall be allotted an initial sum of \$250.00 (for postage, printing, etc.) at the beginning of the year.
 1. At each succeeding meeting an accounting of the expenses shall be approved by the Board.
 2. The initial allotment shall be reinstated following said accounting. (Rev. 7/97).
- d. Expenses incurred by the President and partner, or appointed representative, due to pre-approved travel outside the Association on Association business.
 1. The Board may approve an advancement of funds at the meeting prior to the event.
 2. A proper accounting of expenses shall be submitted on Request for Funds forms with receipts attached at the next Board meeting and excess monies returned. (Rev. 7/97).

Section 3. Officers and Directors

- a. The Elected Officers of the Association shall consist of President, Vice-President, Secretary, Treasurer, and Directors. (REV. 4/05)
- b. No person shall be eligible to act as an officer or director in more than one (1) capacity at the same time unless approved by the Board to fill a vacancy.
- c. Once elected, no person shall serve as a delegate of a Club during his term of office.
- d. Officers and directors shall attend all Board and Delegate Meetings. Two (2) absences from such meetings without excusable reasons shall be cause for dismissal by the Board. (Rev. 10/91)
- e. Officers and directors of this Association shall visit as many Clubs as possible during their term of office.
- f. All officers and directors shall serve a term of one year commencing January 1.
- g. Executive Officers, except the Secretary, may be elected to succeed themselves, by Delegate vote, for no more than two (2) consecutive terms in the same office. (REV. 4/05) The Secretary and all other non-Executive Board directors may be elected to succeed themselves, by Delegate vote, without restriction as to number of terms in the same office. (REV. 4/05)
- h. All Officers and Directors who have been assigned equipment and/or articles by the President shall submit an inventory list to the Historian by the December meeting of each year, including an accounting of new equipment/supplies and an accounting of items no longer in inventory. (Rev. 4/05)

Section 4. The President shall:

- a. Supervise and direct the affairs of the Association.
- b. Preside at Delegate and Board meetings.
- c. Be responsible for development and setting the agenda for any meeting of the Board of Directors. (Rev. 4/05)
- d. Be an ex-officio member of all committees during their term of office, excluding the Nominating Committee.
- e. Appoint all Chairpersons and Special Committees except the Nominating Committee, the Harvest Hoedown Committee, the Fun Weekend Committee, and the Bylaws Committee, with Board approval. (Rev. 4/05)
- f. Be responsible for all Association equipment, (but may delegate responsibility for the equipment to others), and submit an inventory list by the December Board Meeting of each year to the Historian, including an accounting of new equipment/supplies and an accounting of items no longer in inventory. (Rev. 4/05)
- g. Appoint a Parliamentarian at his discretion with Board approval. The Parliamentarian will have a voice but no vote in proceedings.
- h. In the absence of the Vice-President, the President shall call a meeting in June of the Nominating Committee (District Directors), which shall elect one member to act as Chairperson. After a Chairperson is elected, the President will leave the meeting and have no further responsibility to the Committee. (Rev. 4/05)
- i. Sign all contractual commitments along with Officer, Director, or Chairperson of event, following Board approval. (Rev. 7/92)
- j. Chair the Inaugural Ball. (Rev. 4/05)
- k. Act as liaison between the ASDSC and the California Square Dance Council, Inc. These duties include, but are not limited to:
 1. Attending, or sending a representative to attend, quarterly meetings of the Council. (Rev. 4/05)
 2. Keeping Council apprised of Association contact information, including address changes for past Association Presidents. (Rev. 4/05)
 3. Updating Council's Festival Calendar coordinator with current information relative to festivals hosted by ASDSC. (Rev. 4/05)
 4. Submitting an updated copy of the Association's bylaws to the Council Secretary as revisions are approved. (Rev. 4/05)
- l. Have in possession and available for consultation at each meeting a copy of Roberts Rules of Order. (Rev. 4/05)
- m. At the December Board meeting provide a copy of the most current Bylaws, Standing Rules and Guidelines to each new incoming Board Member, including a specific job description for their Board position. If a current Board member is moving to a new position, they shall be given a copy of their new job description. (Rev. 4/05)

Section 5. The Vice-President shall: (Rev. 4/05)

- a. Act with authority of the President during the absence, inability, or vacancy of the President. (Rev: 10/91)
- b. Be the Chairperson of Fun Weekend. (Rev: 10/94)
- c. Chair the Nominating Committee. (Rev: 4/92)
- d. Be the Chairperson of all Fifth Saturday Association dances.
 1. Work with the District Director (Assistant Chairperson) of the area in which the dance is to be held in promoting, securing facilities and recruiting necessary dancers to help with putting on the dance.
 2. Provide a written financial and attendance report for each Fifth Saturday Night Dance at the following Board meeting.
- e. Check yearly for prospective ten (10), fifteen (15) and twenty (20) year Outstanding Service Award candidates and submit list to the President and Chairmen of Fun Weekend and Harvest Hoedown.
 1. Order badges recognizing ten (10), fifteen (15) and twenty (20) year Outstanding Service Award recipients. (Rev. 4/05)
 2. Make arrangement for presentation of said award badges at an appropriate Association function. (Rev. 4/05)
- f. Act as the District Directors' Coordinator. (Rev. 4/05)
- g. Be responsible for the Association equipment assigned to the office. Submit an inventory list by the December Board Meeting of each year to the Historian, including an accounting of new equipment/supplies and an accounting of items no longer in inventory. (Rev. 4/05)

Section 6 The Secretary shall:

- a. As determined by the President, distribute the agenda for any meeting of the Board of Directors. The agenda shall be distributed to Directors and/or Delegates fourteen (14) days prior to any respective meeting. (Rev. 4/05)
- b. Keep the minutes of all meetings. Tape recordings shall be retained for one year after approval of said minutes. (Rev: 7/91)
- c. Keep a record of the sign-in roll and roll call of all members present for one year.
- d. Upon receipt of the initial roster from the Membership Director (including Member Clubs, Presidents, Delegates, Caller/Cuer, etc.), maintain this roster and distribute to Board and Member Clubs at the January general meeting. Changes and updates should be reported at Board meetings and included in the minutes. (Rev. 4/05)

- e. Prepare a new Board roster following elections at the October meeting and present copies at the December Board meeting. (Rev: 10/94)
- f. Give fourteen (14) days notice of General and Board Meetings. (Rev. 4/05)
- g. Perform such other duties assigned by the Board or these Bylaws.
- h. Appoint such assistants as may be necessary. (Rev: 7/91)
- i. Provide an annual final report and return all unused monies from advancement.
- j. Issue letters to Officers, Directors, and Full Member Clubs that fail to meet the meeting requirements as set forth in ARTICLE VIII, Section 3.d and ARTICLE V, Section 4.b after the first missed meeting. (Rev: 10/91)
- k. Distribute General Meeting minutes to the Board of Directors and the District Directors at the Board meeting one month prior to the next General meeting. (Rev. 4/05)
 - 1. The District Directors shall distribute the respective minutes to all delegates and Club Presidents in a timely fashion. (Rev. 4/05)
 - 2. The minutes of the respective meetings shall be mailed or otherwise delivered to the respective Board members, District Directors and/or Delegates and Club Presidents not present at the Board meeting. (Rev. 4/05)
 - 3. Board members shall receive both Board and General Meeting minutes at least fourteen (14) days prior to the next Board meeting. (Rev: 10/94)
- l. Keep the National Square Dance Directory updated with Association events and keep the subscription current. (Rev. 4/05)
- m. Be responsible for any Association equipment assigned to the office. Submit an inventory list by the December Board Meeting each year to the Historian, including an accounting of new equipment/supplies and an accounting of items no longer in inventory. (Rev. 4/05)
- n. Maintain and distribute copies of the Bylaws, in a format as approved by the Board of Directors, as they may be amended. (Rev. 4/05)

Section 7. The Treasurer shall:

- a. Receive and bank all receipts of all committees (except Harvest Hoedown and Fun Weekend) and all other funds of the Association in a timely manner. (Rev. 4/05)
- b. Pay all bills. Bills in excess of \$100.00 must be approved by the Board. (Bills under \$100.00 may be paid without Board approval.)
 - 1. All disbursements must be accompanied by receipts showing detailed expenses and attached to Request For Funds forms.
 - 2. Expense item should be identified to a particular specific budget item whenever possible. (Rev: 7/95)
- c. Prepare a current financial statement for each Board and General Meeting and an end of the year financial report. (Rev: 4/92)
- d. Sign all checks with either the President, or Vice-President, as co-signer. (Rev: 4/92) (Rev. 4/05)
- e. Submit all accounts for an annual audit by the January General Meeting.
- f. Be Chairperson of all audit committees except the annual Treasury audit.
- g. Oversee the preparation and the filing of all necessary tax forms, including selection of a tax preparation service. (Rev. 4/05)
- h. Oversee all income and expenses by committees and/or source(s), except Harvest Hoedown and Fun Weekend. (Rev. 4/05)
- i. Be the Chairperson of the committee appointed to prepare a proposed budget for the succeeding year to be presented to the Board at the December meeting. This committee will be activated at the October meeting and, if a new President and/or Treasurer have been elected, they will be members of this committee. (Rev: 4/92)
- j. Be responsible for keeping the signature cards up to date for the Association's checking account and any other savings or specialty accounts held by the Association. (Rev. 4/05)
 - 1. If new Executive Board officers have been elected, obtain new signature cards and have them available for signature at the December Board meeting.
 - 2. Return new signature cards to the appropriate banks in a timely manner so that they are in place prior to the January meeting.
- k. Be responsible for any Association equipment assigned to the office. Submit an inventory list by the December Board Meeting of each year to the Historian, including an accounting of new equipment/supplies and an accounting of items no longer in inventory. (Rev. 4/05)

Section 8. District Directors shall:

- a. Operate under the direction of the Executive Board and be responsible for the administration of Association policies within each of their districts. (Rev. 4/05)
- b. Maintain a current record of the Clubs assigned to their district and act as a liaison between the Clubs in their district and the Association. (Rev: 7/92)

- c. Acquire the approval of the Board for any special undertaking in their district.
- d. Visit prospective Member Clubs and give any assistance required in connection with application for membership in the Association.
- e. Upon approval of the Board, select any assistants deemed necessary to conduct Association business in their district, and at Association meetings. (Rev: 7/92)
- f. Visit all Member Clubs in their District between General Meetings (preferably monthly).
- g. Deliver the minutes of the general meetings to the delegates in a timely fashion, and no less than fourteen (14) days prior to the next General membership meeting. (Rev: 10/94)
- h. Present a written and an oral report of the activities of Clubs in their district at each General Meeting on the District Director form, including any changes in Officers and/or club status. (Rev: 7/92)
- i. Act as Assistant Chairperson for the Fifth Saturday Association Dance in their District. Work with the Vice-President (Chairperson) in promoting Fifth Saturday Dances, and securing facilities and necessary dancers to help with putting on the dance. (Rev. 4/05)
- j. Serve as a member of the Nominating Committee.
- k. Be responsible for any Association equipment assigned to the office. Submit an inventory list by the December Board Meeting of each year to the Historian, including an accounting of new equipment/supplies and an accounting of items no longer in inventory. (Rev. 4/05)

Section 9. The Dancer-Caller Director shall:

- a. Attend Caller Association meetings and act as liaison between that body and the Association. (Rev: 10/91)
- b. Provide a written report at every board and general membership meeting. (Rev. 4/05)
- c. Be responsible for any Association equipment assigned to the office. Submit an inventory list by the December Board Meeting of each year to the Historian, including an accounting of new equipment/supplies and an accounting of items no longer in inventory. (Rev. 4/05)

Section 10. The New Dancer Director shall:

- a. Act as liaison between New Dancer Classes and the Association. (10/94)
- b. Provide all information for New Dancer Classes to the Promotions Director sixty (60) days in advance. (10/94)
 - 1. All information for the Fall promotions shall be given to the Promotions Director not later than JULY 1. (10/94)
 - 2. All information for the Winter promotions shall be given to the Promotions director not later than OCTOBER 1. (Rev. 4/05)
- c. Promote and coordinate the Scrambling Squares books with these duties:
 - 1. Verify books upon completion and issue dangles and card at an Association function. (10/94)
 - 2. Be responsible for ordering and maintaining an adequate inventory of swingers and books. (10/94)
- d. Be responsible for any Association equipment assigned to the office. Submit an inventory list by the December Board Meeting of each year to the Historian, including an accounting of new equipment/supplies and an accounting of items no longer in inventory. (Rev. 4/05)

Section 11. The Youth Director shall: (Rev. 4/05)

- a. Act as liaison between youth clubs, youth of member clubs, and the Association. (Rev: 10/91)
- b. Be responsible for any Association equipment assigned to the office. Submit an inventory list by the December Board Meeting of each year to the Historian, including an accounting of new equipment/supplies and an accounting of items no longer in inventory. (Rev. 4/05)

Section 12. The Membership Director Shall

- a. Receive, review and present at Board Meetings all applications for membership to the Association.
- b. At the July General Meeting, distribute a letter to the Member Clubs requesting the following by October 1: (Rev. 4/05)
 - 1. Dues (indicate amount);
 - 2. Two (2) copies of Club roster;
 - 3. List of Officers and Delegates for the following year;
 - 4. Date, time, and location of workshops and all other dances; plus name and address of the group/person to receive certificate of insurance;
 - 5. Club Blood Donor list.
- c. After receiving the above dues and information, distribute them as follows:
 - 1. Secretary - one (1) copy of roster and the list of Club officers and delegates at the December Board Meeting; (Rev: 10/94)

2. Treasurer - dues;
 3. Membership Director - keeps one (1) copy of all forms submitted;
 4. Sunshine Director - Club Blood Donor list; (Rev. 4/05)
 5. ASDSC Board - copies of roster of Club President and delegates in the proper format at the December Board Meeting. (Rev: 10/94)
- d. Maintain a cross reference file of each member of the Club roster, by member name, and all clubs in which they hold membership. (Rev. 4/05)
 - e. Issue follow-up letter to Clubs who are in arrears as of November 1; (Rev: 7/91)
 - f. Keep a file of all Club Bylaws. Review any updates and changes to Club Bylaws to determine they continue to be in compliance with Association Bylaws and IRS Standards for non-profit status. (Rev. 7/97)
 - g. Determine the District to which Club will be assigned.
 - h. Maintain a liability insurance plan and necessary files. (Rev. 4/05)
 - i. Act as the liaison to the Council's Insurance Director and administer insurance program locally. (Rev. 4/05)
 - j. Attend Board and General meetings to provide assistance and advice in connection with the insurance program. (Rev. 4/05)
 - k. Provide a current listing of club district assignments to the Secretary at the December meeting of each year. (Rev. 4/05)
 - l. Maintain membership records for a minimum period of three (3) years. (Rev. 4/05)
 - m. Be responsible for any Association equipment assigned to the office. Submit an inventory list by the December Board Meeting of each year to the Historian, including an accounting of new equipment/supplies and an accounting of items no longer in inventory. (Rev. 4/05)

Section 13. Promotions Director shall:

- a. Promote dancing.
- b. Act as liaison between the news media, Clubs and the Association.
- c. Help promote new dancer classes through various media forms.
- d. Be responsible for any Association equipment assigned to the office. Submit an inventory list by the December Board Meeting of each year to the Historian, including an accounting of new equipment/supplies and an accounting of items no longer in inventory. (Rev. 4/05)

Section 14. The Historian Director shall:

- a. Compile and maintain a written and photographic record of Association activities.
- b. Maintain a current inventory (including make, model, serial number and responsible Officer) of all property belonging to the Association.
 1. A complete inventory report shall be provided to the President and the Secretary at each January Board Meeting. (Rev. 4/05)
 2. A current inventory list of equipment assigned to their specific office or committee shall be provided to each Board member, the Harvest Hoedown Chairman, Fun Weekend Chairman and the Bylaws Chairman at the January Board Meeting. (Rev. 4/05)
- c. Provide a selection of the Association's history books for display at special association activities, including, but not limited to, Harvest Hoedown, Fun Weekend, the Inaugural Ball, and Fifth Saturday Dances. (Rev. 4/05)
- d. Be responsible for any Association equipment assigned to the office. A complete inventory list of equipment for this office must be prepared by the December Board Meeting of each year, including an accounting of new equipment/supplies and an accounting of items no longer in inventory. (Rev. 4/05)

Section 15. The Sunshine Director shall:

- a. Send a card to ASDSC members and their immediate family when ill. (Rev: 10/94)
- b. In the event of hospitalization or death of an Association member or their immediate family, send a card. (Rev: 10/94)
- c. In the event of hospitalization or death of a Board member a plant may be sent. (Rev: 10/94)
- d. For members of Council or past ASDSC Board members send either a card or flowers at the President's discretion. (Rev: 10/94) (Rev. 4/05)
- e. Present an oral and written report of activities at all meetings.
- f. Coordinate the securing and listing of names of donors in the Member Clubs to assist dancers, their spouse or domestic partner and their families. (Rev: 7/95)
- g. Act as liaison between Blood Banks Association and families.
- h. Be responsible for any Association equipment assigned to the office. Submit an inventory list by the December Board Meeting of each year to the Historian, including an accounting of new equipment/supplies and an accounting of items no longer in inventory. (Rev. 4/05)

Section 16. Junior Past President shall:

- a. Be the outgoing President, after having served a full term in office. (Rev. 4/05)
- b. May succeed themselves the succeeding President is not available to fill this office. (Rev. 4/05)
- c. Serve as an advisor to the Board. (Rev. 4/05)
- d. Shall not be required to serve more than one year in this capacity unless he/she volunteers to do so.
- e. Serve as Chairperson of the Bylaws Committee. (Rev. 4/05)
- f. Serve as Chairperson of the Harvest Hoedown Committee.
- g. Serve as Chairperson of the Dancer Enhancement Fund as set forth in Article XV, Section 1. (Rev. 4/05)
- h. Be responsible for any Association equipment assigned to the office. Submit an inventory list by the December Board Meeting of each year to the Historian, including an accounting of new equipment/supplies and an accounting of items no longer in inventory. (Rev. 4/05)

Section 17. Caller Procurement Director shall:

- a. Contact Callers, Cuers, and Instructors who are to be "Featured" at all Harvest Hoedown, Fun Weekend, Fifth Saturday, Association Special Dances and Round Dance Parties. (7/97)
- b. Negotiate a verbal agreement as to dates of events, fees, and amenities with contractor with the understanding that this agreement must be approved by the Board. (Rev. 4/05)
- c. Prepare a contract in triplicate (two (2) copies to be sent to contractor for signature and one (1) copy to retain as a duplicate file). The President and Caller Procurement Director must sign these contracts after Board approval and prior to sending to contractor. (10/95) (Rev. 4/05)
- d. Mail two (2) copies to contractor for signature. Contractor keeps one (1) copy and returns one (1) to ASDSC. (10/95)
- e. When contract is signed by all parties and returned, copies should be made and given to the Chairperson of the scheduled event, the President, and the Treasurer. (Rev. 4/05)
- f. Recommended Contract Timetables: (Rev. 4/05)
 - 1. Harvest Hoedown 3 to 4 years in advance (Rev. 4/05)
 - 2. Fun Weekend 1 to 2 years in advance
 - 3. Fifth Saturday Dances 1 to 2 years in advance
 - 4. Round Dance Parties..... 1 year in advance
 - 5. Special Dances..... 1 year in advance
- g. Have some knowledge as to Callers', Cuers', and Instructors' popularity, ability to call proper dance level, and potential "draw." This knowledge should include potential contractors on a Local, Statewide, and Regional basis. (7/97)
- h. Consult the policies and guidelines relative to any Association sponsored event prior to entering into a contract for that event. (Rev. 7/97)
- i. Be responsible for any Association equipment assigned to the office. Submit an inventory list by the December Board Meeting of each year to the Historian, including an accounting of new equipment/supplies and an accounting of items no longer in inventory. (Rev. 4/05)

Section 18. State Fair Director shall: (Rev. 4/05)

- a. Promote and coordinate dancing at the California State Fair, and act as a liaison between the Association and State Fair management. (Rev. 4/05)
- b. Promote and coordinate a one-day event in August in conjunction with Council's California Progressive Squares Day promotion. (Rev. 4/05)
- c. Work with the Caller Procurement Director to contract callers, cuers and instructors for the State Fair and California Progressive Squares Day events. (Rev. 4/05)
- d. Prepare and disseminate promotional material relative to State Fair and California Progressive Squares Day events throughout the square dance community no later than the June Board meeting to ensure maximum attendance. (Rev. 4/05)
- e. Work with Insurance Director to secure appropriate certificates of insurance for all venues for said events. (Rev. 4/05)
- f. Work within the fiscal restraints of the Association budget; (7/97)
- g. Provide a written and oral report at all Board and Delegate meetings on the status of California Progressive Squares Day and State Fair activities. (Rev. 4/05)
- h. All efforts shall be in accordance with the Bylaws, Standing Rules and Guidelines of the Association. (Rev. 4/05)
- i. Be responsible for any Association equipment assigned to the office. Submit an inventory list by the December Board Meeting of each year to the Historian, including an accounting of new equipment/supplies and an accounting of items no longer in inventory. (Rev. 4/05)

Section 19. The Website Director shall: (Added 4/05)

- a. Act as liaison between the Association and the clubs on Internet/web matters.
- b. Input all information to the Association Web site.
- c. Update and maintain the Association Web site to keep it current.
- d. Pass any messages on to the appropriate Officer to prepare response if needed.
- e. Abide by Association policy on information contained on the Web site.
- f. Coordinate with Dance Calendar Director all information relative to Association, Member Club and Council-sponsored dance activities.
- g. Be responsible for any Association equipment assigned to the office. Submit an inventory list by the December Board Meeting of each year to the Historian, including an accounting of new equipment/supplies and an accounting of items no longer in inventory.

Section 20. The Dance Calendar Director shall: (Added 4/05)

- a. Gather dance and other special event information throughout the year from all clubs, association officers, and festival chairpersons to be included in the printed dance calendar and the Association's web site.
- b. Compile a printed calendar in an appropriate format for distribution to all individuals/couples belonging to the Association.
 1. Prepare a calendar document (graphic design and layout) suitable for submission to a professional printer for publication.
 2. Obtain quotes from a minimum of three (3) printers to produce the finished calendar, and present to the Board for approval of selected printer.
 3. Have finished calendars ready for distribution at or before the January Delegates meeting.
- c. Sell ads to be printed in the calendar to help offset the cost of printing.
 1. Establish recommended advertising rates and submit them to the Board for approval at the June Board meeting.
 2. Prepare and distribute advertising information in printed format to all clubs at the July Delegates meeting.
- d. Provide information on all dance events to the Website Director in a timely manner for inclusion on the Association's Web site. This should include information on new events and changes to currently published events.
- e. Provide a printed listing of all known dance dates and events for the next two (2) calendar years to each club and to Board members at the July Delegates meeting. This listing will let clubs know of potential conflicts for the following year so that adjustments can be made if necessary.
- f. Be responsible for any Association equipment assigned to the office. Submit an inventory list by the December Board Meeting of each year to the Historian, including an accounting of new equipment/supplies and an accounting of items no longer in inventory.

ARTICLE IX - Chairpersons

Section 1. Qualification for Chairperson

- a. Couples/singles shall be appointed by the President, with approval of the Board, as Chairperson, with the exception of Harvest Hoedown, Fun Weekend, Nominating and Bylaws Committees. (Rev. 4/05)
 1. Harvest Hoedown Chairperson will be the Jr. Past President unless he or she so declines; then the President, with the approval of the Board, will appoint a Chairperson.
 2. Fun Weekend Chairperson will be the Vice President unless he or she so declines; then the President, with the approval of the Board, will appoint a Chairperson. (Rev. 4/05)
 3. Bylaws Chairperson will be the Jr. Past President unless he or she so declines; then the President, with the approval of the Board, will appoint a Chairperson. (Rev. 4/05)
 4. Nominating Chairperson will be the Vice President unless he or she so declines; then the President, with the approval of the Board, will appoint a Chairperson. (Rev. 4/05)
- b. No paid square, round, clogging, contra, or country western dance instructor, teacher, caller, cuer or their partner, may be a Chairperson of the Association. (Rev: 7/92)
- c. To be eligible for appointment, a person must be a present or past Member Club officer or delegate. (Rev: 7/92)
- d. To be eligible for appointment, a person must be a member in good standing of a Full Member Club.

Section 2. Payment for Service

All Chairpersons, including their committee members, shall serve without pay or benefits: (Rev. 4/05)

- a. Expenses authorized by the Board, will be reimbursed with proper documentation. Advance payment for major expenses may be requested. (Rev. 4/05)
- b. All disbursements must be accompanied by receipts showing detailed expenses and attached to Request For Funds forms before the Treasurer can make payment.
 1. Expense item should be identified to a particular specific budget item, whenever possible. (Rev: 7/95)
 2. When an advance is given, receipts showing detailed expenses must be provided and attached to a Request for Funds and submitted to the Treasurer at the next regularly scheduled meeting. (Rev. 4/05)
3. Any unused advance funds must be returned to the Treasurer by the next regularly scheduled meeting. (Rev. 4/05)

Section 3. Chairpersons

- a. No person shall be eligible to act as an Officer or Director in more than one capacity at the same time unless approved by the Board to fill a vacancy. (Rev: 7/95)
- b. Once appointed, no person shall serve as a delegate of a club during his term of office.
- c. Chairpersons shall attend all Board and General meetings. Two (2) absences from such meetings without an excusable reason shall be cause for dismissal by the Board. (Rev: 10/91)
- d. Term of appointment shall be for the elected term of the President. All chairpersons may be appointed to succeed themselves, with Board approval, without restriction to the number of terms. (Rev: 7/95)
- e. A Committee Treasurer, if deemed necessary by the Board, shall be appointed with the approval of the Board.
 1. The Treasurer shall do the following:
 - a. Establish a two-(2) signature bank account for the committee's activities, of which, one will be the Committee Chairman, if funds are involved. (Rev. 4/05)
 - b. Receive and bank advances and gross receipts created as a result of that committee's activities.
 - c. May be authorized to pay routine expenditures pertaining to that activity. (Rev: 7/91)
 - d. Submit an estimated budget to the Board for approval prior to a proposed activity.
 - e. Provide an itemized financial report at each Board meeting, in writing and orally, through the Chairperson or in person.
 - f. The reports are to be submitted in triplicate, one each to President, Secretary, and Treasurer. (Rev: 4/92)
 - g. Maintain accurate records of all monies received and disbursed, and submit the same for audit within ninety (90) days of completion of activity. (Rev: 7/95)
 - f. If Committee Treasurer is not appointed, Chairperson shall turn in all monies from their activity as they are received.
 - g. Chairperson may appoint committee members as necessary to carry out their activities.
 - h. Present a written report of activities at all General meetings.
 - i. All Chairpersons who have been assigned equipment and/or articles to them by the President shall submit an inventory list to the Historian by the December Board Meeting of each year, including an accounting of new equipment/supplies and an accounting of items no longer in inventory. (Rev. 4/05)
 - j. Chairpersons shall maintain membership in a Full Member Club. (Rev: 10/91)

Section 4. Fun Weekend Chairperson Shall

Promote and coordinate a weekend of FUN to be held on the weekend containing the second Saturday in July in accordance with the Bylaws, Standing Rules, and Guidelines of the Association. (Rev: 7/97)

Section 5. Harvest Hoedown Chairperson Shall

Promote and coordinate a weekend of square, round, clogging, contra, and country western dancing to be held on the weekend containing the fourth Saturday in October in accordance with the Bylaws, Standing Rules, and Guidelines of this Association. (Rev: 7/92)

ARTICLE X - Meetings

Section 1. Delegates

- a. The regular meetings of the Delegates shall be on the second Sunday of January, April, and October, and the third Sunday in July, with the exception that the meeting shall be on the first Sunday in April when the second Sunday is Easter Sunday. (Rev. 7/97)
- b. Special Meetings of the Delegates may be called by (1) President, (2) the Directors of at least three districts, or (3) 15% of the Delegates by written request.
- c. The place of meeting shall be determined by the President.
- d. At least fourteen (14) days written notice of regular meetings shall be distributed to all Delegates and Board members by the Secretary. (Rev. 4/05)
- e. Only Delegates of Full Member Clubs shall make motions or vote at General meetings.
- f. Club members are welcome to attend all General Meetings.
- g. Notice of Special Delegates meeting must be sent seven (7) days prior to the date of the meeting. (Rev. 4/05)

Section 2. Board

- a. The Board shall meet on the second Sunday of March, June, September, and December, or as designated by the President. The December meeting shall be a joint meeting including Officers and Directors-elect.
- b. Special meetings of the Board may be called by the President or by one other member of the Executive Board AND a minimum of two (2) other Directors. (Rev. 4/05)
- c. The Secretary shall give forty-eight (48) hours notice for "Special Meetings." (Rev. 4/05)
- d. The Secretary, fourteen (14) days prior, shall mail notice of regular meetings. (Rev. 4/05)
- e. The time and place of the meetings shall be determined by the President.

ARTICLE XI - Elections

Section 1. Nominations

- a. The Nominating Committee shall consist of the Vice-President, as Chairperson, and all District Directors. (Rev. 4/05)
- b. Nominees for Officers and Directors shall meet the qualifications as set forth in ARTICLE VIII, Section 1.
- c. All nominations made by the Nominating Committee and nominations from the "floor" will be accepted at the July General Meeting.
 1. Additional nominations will be accepted from the "floor" as the first order of business at the October General Meeting.
 2. Voting will take place near the end of the October General Meeting. (Rev. 7/95)

Section 2. Elections

- a. All Officers and Directors shall be elected at the October General Meeting. Elections will be held per agenda. (Rev. 7/92)
- b. All Officers and Directors shall be elected by majority of ballots cast by the Delegates present.
- c. All ballots will have the names of all nominees marked on the ballot prior to the ballots being distributed. (Rev. 4/92)
- d. Ballots will be handed out by roll call just prior to the election. (Rev. 4/92)
- e. All Officers and Directors-elect shall assume office on January 1. (Rev. 4/92)
- f. The Inaugural Ball shall be on the Sunday in January which coincides with the Board and Delegates' meetings. (Rev. 4/05)

ARTICLE XII - Association Districts

Section 1. Assignments

- a. The Association shall be divided into districts conforming to the general geographical areas designated.
- b. When a Club is accepted into the Association, the Membership Director, with Board approval, shall assign the Club to an appropriate District. Geographical area, proximity and dance level of other clubs shall be considered in making initial assignments. (Rev. 4/05)
- c. Member Clubs may be assigned to a new district when changing regular meeting place. It shall be the responsibility of the club to notify the Membership Director and/or the Secretary of the change. (Rev. 7/92).
- d. The Board may reassign a Club from one district to another for the purpose of maintaining an equitable balance of districts. Any club being reassigned must be sent written notice of the proposed change within ten (10) days following the Board meeting in which the change was proposed.

- e. Any disagreement against the proposed change must be presented at the next Board meeting.
- f. A written updated listing of club district assignments shall be provided to Board members and each club at the January Delegates meeting. (Rev. 4/05)
- g. A listing of current club district assignments shall be included as an attachment to these Bylaws, Standing Rules and Guidelines. (Rev. 4/05)

ARTICLE XIII - Association Events and Activities

Section 1. Association Events

- a. All Fifth Saturdays, California Progressive Squares Day, Fun Weekend and Harvest Hoedown weekends shall be reserved for Association sponsored activities unless released by action of the Board. (Rev. 7/97)
- b. The Association shall conduct an annual Harvest Hoedown during the weekend containing the fourth Saturday in October.
 - 1. The Chairperson shall appoint the committee for Harvest Hoedown.
 - 2. The location to be selected by the Harvest Hoedown Committee with the approval of the Delegates. (Rev. 7/97)
- c. The Association shall conduct an annual Fun Weekend to be held on the weekend containing the second Saturday in July.
 - 1. The Chairperson shall appoint the committee for Fun Weekend.
 - 2. The location to be selected by the Fun Weekend Committee with the approval of the Delegates. (Rev. 7/97)
- d. The Association shall promote and coordinate a one-(1) day event in August in conjunction with Council's California Progressive Squares Day promotion. (Rev. 4/05)

Section 2. Sponsoring of Events

- a. The Association, in its name, may sponsor or promote, put on, participate in, or produce such dance events, activities, publications, and ideas that will serve and be beneficial to all dancers and member clubs. (Rev. 7/92).
- b. Any event, activity, publication, or idea so sponsored, promoted, or produced by and for the Association is the property of the Association and shall not be given, loaned, leased, conveyed, or sold to any organization, corporation, club, company, social group, charity, individual, or group of individuals without the approval of the delegates.

Section 3. Contractual Commitments

All contractual commitments, other than club commitments, by any member of the Association will be submitted to the Board for approval prior to such commitment. All contractual commitments will be co-signed by the President of the Association. (Rev. 10/91).

ARTICLE XIV - Special Committees

- a. Any committee created by these Bylaws or the Board. (Rev. 7/92).
- b. The Chairperson shall be appointed by the President with Board approval. Committee members may or may not be appointed at the President's discretion.
- c. Term of office will be given at time of the appointment, but not to exceed the term of the President. (Rev. 7/97)
- d. Unless otherwise specified in these Bylaws, the Committee Chairperson will have a voice but NO VOTE at Board Meetings. (Rev. 4/05)
- e. The Committee shall serve without pay or benefits except for expenses authorized by the Board.
- f. A Committee Treasurer, if deemed necessary, shall be appointed with the approval of the Board and follow procedures as outlined in Article IX, Section 3.e.

ARTICLE XV - Standing Committees

Section 1. Dancer Enhancement Fund Committee (Rev. 4/05)

- a. The Dancer Enhancement Fund Committee shall consist of the following: (Rev. 4/05)
 - 1. Jr. Past President - Chairman
 - 2. Plus the following appointments by the Association President:
 - a) One (1) active Past President
 - b) Four (4) other appointed members with a minimum of two (2) from Club Delegates. (Rev. 4/05)
- b. The-Dancer Enhancement Fund Committee shall oversee the money in the former building fund account for use in the promotion of square dancing on behalf of the Association. (Rev. 4/05)
- c. The-Dancer Enhancement Fund Committee shall present an oral and written report of activities at all meetings. (Rev: 10/94)

Section 2. Nominating Committee

- a. The nominating committee shall consist of the Vice-President, as Chairperson, and all District Directors. (Rev. 4/05)
- b. The nominating committee shall provide nominations for Association Officers and Directors as set forth in Article XI, Section 2, a. through c.

ARTICLE XVI - Reciprocity Agreement

The current paid up membership in any affiliate membership of California Square Dance Council, Inc., entitles the holder of this membership the same privileges and benefits as afforded the sponsoring affiliate's members when participating in any event sponsored by any member of the California Square Dance Council, Inc. This organization is an affiliate member of the California Square Dance Council, Inc., and/or United Square Dancers of America.

STANDING RULES (Rev. 7/97)

1. The Board shall determine the value of donations required to assure Association activities be self-supporting.
2. It is not the policy of the Association to sponsor benefits. However, this is not to be construed as limitation of any Club to sponsor or participate in any benefit.
3. The Association will issue Outstanding Service badges to Board members who have served 10 years or longer on the Board. (Rev. 4/05)
 - a. These Board members will be issued a lifetime pass to all Association activities, not to include food and camping at festivals.
 - b. The Vice President will be responsible for identifying new prospective candidates. (Rev. 4/05)
 - c. Recognitions are to be in five (5) year increments, starting with recognition for ten (10) years of service. (Rev. 4/05)
4. The Association will issue Honorable Membership badges to Board members who have been active with the Board and want to stay active, but due to injury or illness can no longer dance.
 - a. This time working on the Board will apply to the Outstanding Service Badge.
 - b. Individuals holding Honorable Membership badges do not need to belong to a club.
5. Membership lists are confidential information and shall NOT be released for use outside of ASDSC business. (Rev. 7/94)

HARVEST HOEDOWN GUIDELINES
ASSOCIATED SQUARE DANCERS OF SUPERIOR CALIFORNIA, INC.

1. The purpose of Harvest Hoedown shall be for the enjoyment and benefit of Square, Round, Clogging, Contra and Country Western dancing, and provide for further development of dancing activities through planned interchange of ideas and methods. (Rev: 12/91)
2. The Harvest Hoedown shall be conducted in conformance with the Bylaws of the Association.
3. The Harvest Hoedown Chairperson shall meet qualifications as per ARTICLE VIII unless so appointed, then as per ARTICLE IX. (Rev: 12/91)
4. The Harvest Hoedown Chairperson shall invite, in writing, representation from each member club to be a member of the committee. Said written invitation can be extended via the U.S. Postal Service, e-mail, printed invitation/flyer in membership packets at a Board or General meeting, or via article in the *Squarecaster* or similar local square dance publication available to all Association members. (Rev. 3/05)
 - a. If no names are received by a stated deadline, then the Harvest Hoedown Chairperson shall select committee people at his/her own discretion.
 - b. The Harvest Hoedown Chairperson will determine the number of assistants each subcommittee may have and must approve all assistants.
 - c. The Jr. Past Chairperson of Harvest Hoedown shall be an ex-officio member of the Committee. (Rev. 12/91)
5. The approved Association contract form shall be used for hiring of callers, cuers, and setting of sound.
 - a. These contracts, as well as the facilities contract, shall be submitted to the Board for approval.
 - b. Association President and the Harvest Hoedown Chairperson shall sign contracts for facility rental and setting of sound.
 - c. The Association President and Caller Procurement Director shall sign contracts for callers and cuers. (Rev: 3/05)
6. The budget shall be submitted to the Board for approval no later than the March Board meeting. Once approved, any increase in the budget shall be resubmitted for approval. (Rev: 3/95)
7. A committee Treasurer shall be appointed with the approval of the Board and follow procedures as outlined in ARTICLE IX, Section 3.e.
8. A minimum and a maximum of \$2,000.00, plus the facility rental deposit, must be left in a revolving account for operating expenses for the following year. Any advanced payments for the following year will be carried forward over and above the \$2,000.00. (Rev: 7/97)
9. The weekend dance/event schedule shall be completed no later than the September Board meeting and shall be given to the Board for distribution to all member clubs, as deemed necessary. (Rev. 4/05)
10. The Harvest Hoedown Chairperson shall contract for facilities at least one year in advance. (Rev: 3/95)
11. The featured callers, with the exception of the New Dancers caller, shall be hired at least three-to-four years in advance and they shall be hired to call Friday, Saturday and Sunday. (Rev. 3/05)
 - a. If possible, at least one of the featured callers should live within 200 miles of Sacramento.
 - b. The featured New Dancers caller may be hired for any part of the event with callers from the Square Dance Callers Association of Sacramento Valley calling the remainder of the program.
 - c. The featured Round Dance instructor shall be hired at least two years in advance. (Rev: 7/97)
12. The Harvest Hoedown Chairperson shall select a chairman to be responsible for each hall and see that program announcements are made throughout the event.
13. The Harvest Hoedown Chairperson shall select the Sound person(s) following a request for bid process among known available sound providers. (Rev. 3/05)
 - a. The Sound Person(s) shall include a complete itemized list of equipment to be used in each/all area(s), plus all standby equipment.
 - b. The Harvest Hoedown Chairperson must determine that the Sound person(s) has sufficient equipment. (Rev: 3/95)

14. Where exhibitions are a part of the program, at least one of the member exhibition groups from within the Association will be on the program.
15. Payment for performing exhibition groups shall be an option of a weekend pass, or a donation to their travel fund and a pass for the session at which they perform. Any donation may not to exceed \$50.00 per group. (Rev. 3/05)
16. The Harvest Hoedown Chairperson shall give an oral report as well as submit a written report on the status of Harvest Hoedown, including an itemized financial statement, at each Board meeting.
 - a. A final written and oral report of Harvest Hoedown shall be presented at the December Board Meeting and at the January General meeting.
 - b. All reports and financial statements shall be submitted in triplicate, one each to the President, Secretary, and Treasurer. (Rev:12/91)
17. The Treasurer's books must be closed and ready for audit within 90 days of completion of the activity, as per ARTICLE IX, Section 3.e.6. (Rev: 7/95)
18. The Harvest Hoedown Chairperson shall maintain a current inventory list, including storage trailer, of all equipment used for Harvest Hoedown. A copy of this inventory list shall be submitted to the Historian and the new Harvest Hoedown Chairperson at the December Board meeting. (Rev. 3/05)
19. Committee Chairpersons will receive two weekend ribbons, RV camping for two nights, and meals at the Harvest Hoedown Chairperson's discretion.
 - a. Committee Assistants, if needed and approved by the Harvest Hoedown Chairperson, may receive an appropriate event package at the Chairperson's discretion.
 - b. The Association President is to receive the same package as the Committee Chairperson, since he/she is an ex-officio member. (Rev. 6/93)
20. The Committee will set fees and compensation for non-featured Callers, Cuers and DJs.(Rev. 3/05)
 - a. Callers, Cuers and DJs listed on the program and calling one hour or more will receive a fee, and two weekend ribbons but no other compensation. (Rev. 3/05)
 - b. Callers, Cuers, and DJs calling less than one hour will receive two weekend ribbons, but no fee or other compensation. (Rev: 3/05)
21. At the discretion of the Harvest Hoedown Chairperson, Callers, Cuers, and DJs for Association member clubs not on the program may or may not receive two weekend ribbons.. (Rev. 3/05)
22. All past Harvest Hoedown Chairpersons will receive free weekend ribbons not to include meals or RV camping. Association members holding Outstanding Service Badges will receive two weekend ribbons in accordance with the Standing Rules. (Rev: 6/93)
23. Current Council members will receive two weekend ribbons. (Rev. 3/05)
 - a. A letter inviting them will be sent to the Council meeting that precedes the Association Event. (Rev. 3/05)
 - b. This letter may or may not include the ribbons in it. This is at the discretion of the Harvest Hoedown Chairperson. (Rev: 6/93)
24. The Harvest Hoedown Chairperson will determine what the Harvest Hoedown outfit will be for their particular event. (Rev: 3/95)
25. Enclosure "A" will be used as a basis for the responsibilities of each committee position and should be distributed to all committee members for their information. (Rev: 3/95)
26. Appropriate dance attire for the attendee's club shall be required only for Saturday night. (Rev. 3/05)

FUN WEEKEND GUIDELINES
ASSOCIATED SQUARE DANCERS OF SUPERIOR CALIFORNIA, INC.

1. The purpose of the ASDSC Fun Weekend shall be to provide an informal setting for family activity in a non-structured format of camping and non-dancing activities supplementing square, round, clogging, contra, and country western dancing workshops and exhibitions. Friendliness and informality shall be stressed. (Rev: 12/91).
2. Fun Weekend shall be conducted in conformance with the Bylaws of the Association.
3. By October 31 the Fun Weekend Chairperson shall invite, in writing, representation from each member club to be a member of the committee. Said written invitation can be extended via the U.S. Postal Service, e-mail, printed invitation/flyer in membership packets at a Board or General meeting, or via article in the *Squarecaster* or similar local square dance publication available to all Association members. (Rev. 3/05)
 - a. If no names are received by November 30th, then the Fun Weekend Chairperson shall select committee people at his own discretion.
 - b. The Jr. Past Chairperson of Fun Weekend shall be an ex-officio member of the Committee. (Rev: 7/97)
4. The approved Association contract form shall be used for hiring of callers and cuers. These contracts shall be submitted to the Board for approval, and signed by the Association President and the Caller Procurement Director. (Rev: 6/95)
5. The Approved Association contract form shall be used for the sound contract. Sound as well as Facilities contract shall be submitted to the Board for approval, and signed by the Association President and the Fun Weekend Chairperson. (Rev: 6/95)
6. The Fun Weekend Chairperson shall select the Sound person(s) following a request for bid process among known available sound providers. (Rev. 3/05)
 - a. The Sound Person(s) shall include a complete itemized list of equipment to be used in each/all area(s), plus all standby equipment. (Rev. 3/05)
 - b. The Fun Weekend Chairperson must determine that the Sound person(s) has sufficient equipment. (Rev. 3/05)
7. The format and budget shall be submitted to the Board for approval no later than the January Board meeting. Once approved, any increases in budget shall be resubmitted for approval. (Rev: 6/95)
8. A committee Treasurer shall be appointed with the approval of the Board and follow procedures as outlined in Article IX, Section 3.e.
9. A minimum of \$2,000.00, plus the facility rental deposit, must be left in a revolving account for operation expenses for the following year. Any advanced payments for the following year will be carried forward over and above the \$2000.00. (Rev: 7/97)
10. Appropriate Dance attire for the attendee's club shall be required only for Saturday night. (Rev. 3/05)
11. Arrangements for facilities for succeeding years shall be negotiated by the Fun Weekend Chairperson in time for approval by the March Board meeting or earlier if possible. (Rev: 10/94)
12. The Fun Weekend Chairperson shall give an oral report as well as submit a written report on the status of Fun Weekend, including an itemized financial statement, at each Board meeting.
 - a. A final written and oral report of Fun Weekend shall be presented at the September Board meeting and at the October Delegates meeting.
 - b. All reports and financial statements shall be submitted in triplicate, one each to President, Secretary and Treasurer. (Rev: 12/91)
13. The Treasurer's books shall be closed and ready for audit within 90 days of completion of the activity, as per Article IX, Section 3.e.6. (Rev: 7/95)
14. The Fun Weekend Chairperson shall maintain a current inventory list, including storage trailer, of all equipment used for Fun Weekend. A copy of this list shall be submitted to the Historian and the new Fun Weekend Chairperson at the October Board meeting. (Rev. 4/05)

15. Committee Chairpersons will receive weekend ribbons for two people, two nights RV camping, and meals at the Fun Weekend Chairperson's discretion.
 - a. Committee Assistants, if needed and approved by the Fun Weekend Chairperson, may receive an appropriate event package at that Chairperson's discretion.
 - b. The Association President is to receive the same package as the committee chairmen, since he is an ex-officio member. (Rev: 6/93)
16. All past Fun Weekend Chairpersons, past Association Presidents and Outstanding Service badge holders will receive two weekend ribbons in accordance with the Standing Rules. (Rev: 6/93)
17. Current Council members will receive two weekend ribbons. (Rev. 3/05)
 - a. A letter inviting them will be sent to the Council meeting that precedes the Association event. (Rev. 3/05)
 - b. This letter may or may not include ribbons. This is at the discretion of the Fun Weekend Chairperson. (Rev: 6/93)

**FIFTH SATURDAY ASSOCIATION DANCE GUIDELINES
ASSOCIATED SQUARE DANCERS OF SUPERIOR CALIFORNIA, INC.**

1. The purpose of the Fifth Saturday Association Dance shall be for the enjoyment and benefit of the Association dancers.
2. The Fifth Saturday Association Dance shall be conducted in conformance with the Bylaws of the Association.
3. The Board of Directors shall be responsible for coordination of dance venues in agreement with and preventing conflict with other organizations (i.e. local Callers Associations) to maximize the attendance, participation and enjoyment of this dance for all members and associates of the ASDSC. (Rev. 3/05)
4. The Vice-President will be the chairperson of all Fifth Saturday Association Dances. (Rev. 3/05)
5. The Fifth Saturday Association Dance shall be held on the Fifth Saturday. Fifth Saturday Association Dances may be scheduled or eliminated by Board Approval.
6. The approved Association contract form shall be used for callers and cuers and setting of sound. (Rev. 3/05)
 - a. Prior to any contractual commitment, the Caller Procurement Director will submit it to the Board for approval.
 - b. The Association President and the Caller Procurement Director shall sign all contracts for callers and cuers. (Rev. 3/05)
7. The Chairperson shall contact the Caller Procurement Director to verify confirmed contract with the Caller and Cuer not later than 6 months in advance and obtain a copy of contract for Fifth Saturday files. (Rev: 7/95)
8. Contracts for featured Square Dance Callers shall include a clause that the caller will not call within 50 miles of the area for the period of one month before to one month after he calls for the Association. The above applies only if the caller does not call for a Member Club on a regular basis. (Rev. 7/97)
9. The Chairperson shall contract for facilities one year in advance or as soon as possible. Facility contracts must be approved in advance by the Board and signed by the President and the Chairman. (Rev: 7/97)
10. The Chairperson shall contact the Caller and Cuer six (6) months in advance to confirm contract. (Rev: 7/95)
11. Sign-in sheets will be kept for one year.
12. A full written financial and attendance report on the provided form shall be presented at the next Board meeting following the dance. (Rev. 3/05)
13. Vice-President, District Director serving as co-chair of the event, and Treasurer are admitted free to all Fifth Saturday dances in their term along with the President and Past Presidents. (Rev: 3/05)
14. Appropriate dance attire for the attendee's club shall be required. (Rev. 3/05)

STATE FAIR DIRECTOR GUIDELINES
ASSOCIATED SQUARE DANCERS OF SUPERIOR CALIFORNIA, INC. (Rev. 3/05)

1. The purpose of State Fair and California Progressive Squares Day is to promote the fun and friendship of square dancing, while increasing public awareness of our state official folk dance as a recreational activity.
2. The State Fair and California Progressive Squares Day events shall be conducted in conformance with the Bylaws of this Association.
3. The State Fair Director shall send a letter to all clubs informing them of the event(s), purpose and date(s), requesting their participation. Director shall also work with neighboring associations in coordinating the various events.
4. Working with the District Directors, clubs and callers in each area, and Caller Procurement Director where appropriate, the State Fair Director shall design the routing of dances in that area, including dance time, caller and location.
5. The State Fair Director shall verify all insurance requirements and be sure proper insurance documents for each dance location are requested and obtained from the Association's Insurance Director.
6. The State Fair Director shall generate and coordinate publicity for the events, including but not limited to news releases, event flyers and advertising in local dance publications. He/she shall also prepare a generic flyer to be distributed to clubs no less than six (6) months prior to the event.
7. At the June Board meeting or as soon as information is available, the State Fair Director shall present clubs with a final printed master schedule showing times of dancing, location and breaks for State Fair dancing and Progressive Squares Day activities.
8. The State Fair Director shall obtain copies of flyer from the Promotions Director outlining new dancer classes for distribution during the California Progressive Squares Day event.
9. The State Fair Director shall obtain California Progressive Squares Day event dangles from Council and coordinate the sale of said dangles to local dancers.
10. The State Fair Director shall work with the designated dancing locations to secure needed items such as water, power and tables, etc. and arrange to have first aid available at each dance location.
11. Appropriate dance attire is required for Progressive Squares and State Fair dancing event(s).