

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

**(A NON-PROFIT ORGANIZATION) ORIGINAL STANDING RULES 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 2008

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 - Purpose**

The purpose of this document is to work in tandem with the Bylaws and Guidelines of the Associated Square Dancers of Superior California.

**ARTICLE II - Definitions**

- a. **"ACTIVE CHAIRMAN"** as referred to in these Bylaws shall refer to the chairmen of the current Fun Weekend and the current Harvest Hoedown, as defined in ARTICLE IX of the Standing Rules.
- b. The **"ASSOCIATION"** as referred to in these Standing Rules shall mean the Associated Square Dancers of Superior California, Inc., and may include square, round, clogging, contra, and country western dancers within the Association boundaries.
- c. **"BOARD"** as referred to in these Standing Rules shall mean the Board of Directors as defined in ARTICLE VI of these Bylaws.
- d. **"CHAIRMAN-ELECT"** as referred to in these Bylaws shall refer to the chairmen of the next Fun Weekend and the next Harvest Hoedown, from the time of their appointment until the time they become the "Active Chairman" as defined in ARTICLE IX of the Standing Rules.
- e. **"CLUB"** as referred to in these Standing Rules shall mean a group of dancers who have met the requirements as set forth in the Standing Rules.
- f. **"COUNCIL"** as referred to in these Standing Rules, 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.
- g. **"DANCER"** as referred to in these Standing Rules shall include any person who square, round, clog, contra or country western dances.
- h. **"DELEGATE"** as referred to in these Standing Rules shall mean the representatives of Full Member Clubs.
- i. **"EXECUTIVE COMMITTEE"** as referred to in these Standing Rules means the elected Officers as defined in ARTICLE VI of the Bylaws.
- j. **"ELECTED OFFICERS"** as referred to in these Standing Rules are defined in Article V, Section 2. a. of these Standing Rules..
- k. **"FISCAL YEAR"** as referred to in these Standing Rules shall mean the calendar year from January 1 to December 31.
- l. **"FULL MEMBER CLUB"** as referred to in these Standing Rules is a club which has met ALL of the requirements as set forth in ARTICLE III Section 1. a. of these Standing Rules.
- m. **"MAJORITY"** as referred to in these Standing Rules shall mean at least 51% of those present at any Association meeting at which a "QUORUM" has been established.
- n. **"QUORUM"** as referred to in these Standing Rules shall mean the presence of at least 51% of either **"BOARD"** members or **"EXECUTIVE COMMITTEE"** at their respective meetings.
- o. **"SPECIAL MEETING"** as referred to in these Standing Rules shall be any unscheduled meeting of the Board and/or Executive Committee called by a person or group as set forth in ARTICLE IV, Section 3. of these Standing Rules.
- p. **"SUBSCRIBER MEMBER CLUB"** as referred to in these Standing Rules is a club which meets ALL the requirements as set forth in ARTICLE III, Section 1. b. of these Standing Rules.
- q. **"TRAVELING MEMBER CLUB"** as referred to in these Standing Rules is a club which has met ALL the requirements as set forth in ARTICLE III, Section 1. c. of these Standing Rules.

**ARTICLE III – Club Membership**

**Section 1. Member Club**

This Association shall have the following types of member clubs:

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### a. Full Member Clubs

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

1. Be composed of sixteen (16) or more dancers.
2. Have a regular place of meeting.
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 Full Member Club must have had representation at a previous Board meeting.

### b. Subscriber Member Clubs

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.
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 1.a.1. thru 1.a.5. above.
4. A Subscriber Member Club may 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

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

1. Be composed of sixteen (16) or more dancers.
2. Have a letter on file with the Membership Chair 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 2. Admission of Clubs

- a. A Member Club shall be admitted by a majority vote of the Board after review by the Membership Chair to verify the qualifications as set forth in Section 1 above.
- b. Application for membership must be presented to the Board IN PERSON BY AN OFFICER FROM THE CLUB.

## Section 3. Duties and Responsibilities of Member Clubs

Member Clubs shall:

- a. Abide by the Bylaws and Standing Rules of the Association.
- b. Full Member Clubs and Traveling Clubs must have representation at a minimum of five Board meetings per year.
- c. Provide the Membership Chair with a copy of their current club Bylaws, and the following items **NOT LATER** than October 1 of each year:
  1. Association Membership Dues.
  2. Two copies of club roster.
  3. List of Officers and Delegate to the ASDSC Board.
  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.
- 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.
- f. Provide all information for New Dancer Classes to the Promotions Chair sixty (60) days in advance.
  1. All information for the Fall classes shall be given to the Promotions Chair not later than JULY 1.
  2. All information for the Winter classes shall be given to the Promotions Chair not later than OCTOBER 1.

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## Section 4. Membership Dues

- a. All member clubs shall pay dues for the succeeding year as approved by the Board at the September Board 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.
  3. Clubs shall submit a complete membership roster when paying their annual membership dues.
- b. At each bi-monthly Board meeting clubs are to submit:
  1. To the Membership Chair 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.
- c. New clubs joining the Association in accordance with Article III, Section 2.a. shall pay dues upon joining the Association.
- 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.
- e. The total Clubs' dues shall not be less than the minimum required for insurance as determined by the Council's State Insurance program.
- f. Subscriber Member Clubs, in addition to their dues, shall pay an annual fee of \$20.00.

## Section 5. 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 Article III Sections 1 through 4 of these Standing Rules.
- b. Club membership will automatically terminate if Club dues are in arrears as of January 1.

## Section 6. Reinstatement

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

- 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 Article 1. above.
- b. Any Club terminated by Board disciplinary action **cannot** reapply for membership for a period of one (1) year.
- c. A terminated club shall be reinstated upon application to the Association, accompanied by the required items in Article III above and a \$25.00 reinstatement fee.
- 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.

## ARTICLE IV - Meetings

### Section 1. Board meetings

- a. The regular meetings of the Board of Directors shall be on the third Sunday of odd-numbered months, with the exception that the meeting shall be rescheduled if it conflicts with a major holiday.
- b. The place of meeting shall be determined by the President.
- c. At least fourteen (14) days written notice of regular meetings shall be distributed to all Board members, appointed Chairmen, Directors and interested parties by the Secretary.
- d. Only Delegates of Full Member and Traveling Clubs shall make motions or vote at Board meetings.
- e. Club members are welcome to attend all Board meetings.

### Section 2. Executive Committee Meetings

- a. The regular meetings of the Executive Committee shall be on the third Sunday of odd-numbered months, with the exception that the meeting shall be rescheduled if it conflicts with a major holiday.
- b. The Executive Committee will meet prior to the scheduled time of the Board of Directors meeting.

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### Section 3. Special Meetings

- a. Special meetings of the Board may be called by the President or by one other member of the Executive Committee AND a minimum of two (2) Club Delegates.
- b. The time and place of the special meetings shall be determined by the President or the group calling the meeting
- c. Notice of Special Board meeting must be sent to all Board Members seven (7) days prior to the date of the meeting.

## ARTICLE V - Board of Directors

### Section 1. Membership

The Board shall consist of the Elected Officers, the Immediate Past President and one Delegate from each Full Member Club and each Traveling Member Club, and the following appointed chairperson(s): Harvest Hoedown and the Fun Weekend.

- 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.
- b. Appointed Directors, Special Committees and Representatives may have a voice but NO VOTE and may include: Budget Committee, Inaugural Ball, Audit Committees, other Special Committees, *Squarecaster*, and representatives from other Associations.
- c. The Executive Committee shall consist of the Elected Officers, Harvest Hoedown Chairperson and Fun Weekend Chairperson, plus the Immediate Past President.

### Section 2. Officers

- a. The Elected Officers of the Association shall consist of President, Vice-President, Secretary, Treasurer, Membership Chair, Promotions Chair and Website Chair.
- b. The Immediate Past President shall be an ex-officio member of the board with full voting privileges. If the Immediate Past President fills an elected position, the next most Immediate Past President who is still active in a Full Member Club shall fill that board position.
- c. No person shall be eligible to act as an officer in more than one (1) capacity at the same time unless approved by the Board to fill a vacancy.
- d. Once elected, no person shall serve as a delegate of a Club during his term of office.
- e. Officers shall attend all Board meetings. Two (2) absences from such meetings without excusable reasons shall be cause for dismissal by the Board.
- f. All officers and directors shall serve a term of one year commencing January 1.
- g. The President and the Treasurer may be elected to succeed themselves, by Delegate vote, for no more than three (3) consecutive terms in the same office. All other directors may be elected to succeed themselves, by Board vote, without restriction as to number of terms in the same office.

### Section 3. 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.
- 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.
- d. Officers and directors of this Association shall visit as many Clubs as possible during their term of office.
- e. All Officers who have been assigned equipment and/or articles by the President shall submit an inventory list to the Historian by the November meeting of each year, including an accounting of new equipment/supplies and an accounting of items no longer in inventory.

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## Section 4. Qualifications for Officers

- a. Couples/singles shall be elected to serve as officers and directors of the Association and share one vote for their elected office. However, couples may choose to run independently for different offices, and if so elected, would each have one vote for their respective office.
- 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.
- c. To be eligible for election, a person must be a present or past Member Club officer or delegate.
- d. To be eligible for election a person must be a member in good standing of a Full Member Club or Traveling Club.

## Section 5. Payment for Services

All officers 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.
- 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.
- a. 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.

## Section 6. Service Recognition Awards

- a. Outstanding Service Recognition awards will be presented to individuals/couples who have served a minimum of ten (10) years on the Association Board of Directors as an Elected officer or as an appointed office.
- b. Awards will be presented in five (5) year increments, beginning with ten (10) years of service.
- c. Award recipients will be presented an Association Badge with the added notation of how many years served.
  1. Ten year award recipients will receive a yellow (goldenrod) Association badge
  2. Fifteen year award recipients will receive a silver Association badge.
  3. Twenty year award recipients will receive a gold (metallic gold) Association badge.
- d. Outstanding Service Recognition award winners shall receive free admission to all Association sponsored events, including but not limited to, Fun Weekend, Harvest Hoedown and Association-sponsored 5<sup>th</sup> Saturday dances.

## ARTICLE VI - Delegates

### Section 1. Qualifications

- a. Delegates shall consist of one (1) individual from each Member Club.
- b. No delegate may represent more than one (1) club at any single meeting.
- c. No delegate, nor his or her partner, may be a paid Square, Round, Clogging, Contra, Country Western dance instructor, caller, or cuer.
- d. Delegates shall be selected by their club for a minimum recommended term of one (1) year.

### Section 2. Duties

- a. Delegates shall establish the general policy relating to all Association activities.
- b. Each Full Member Club delegate and each Traveling Member Club delegate shall have one (1) vote.
- c. Delegates, by a majority vote, shall elect officers and directors for the Association.
- d. Delegates may remove any officer or director from office by a two-thirds (2/3) vote. A fourteen (14) day written notice of intent shall be given to all Board members prior to a vote for removal of an officer or director from the Board.

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**ARTICLE VII - Elections**

**Section 1. Nominations**

- a. The Nominating Committee shall consist of the Vice-President, as Chairperson, and all Club Delegates.
- b. Nominees for Elected Officers shall meet the qualifications as set forth in ARTICLE V, Section 4 of these Standing Rules.
- c. All nominations made by the Nominating Committee and nominations from the "floor" will be accepted at the September Board meeting.
  - 1. Additional nominations will be accepted from the "floor" as the first order of business at the November Board meeting.
  - 2. Voting will take place near the end of the November Board meeting.

**Section 2. Elections**

- a. All Officers shall be elected at the November Board meeting. Elections will be held per agenda.
- b. All Officers and Directors shall be elected by majority of ballots cast by the Board members present.
- c. All ballots will have the names of all nominees marked on the ballot prior to the ballots being distributed.
- d. Ballots will be handed out by roll call just prior to the election.
- e. All Officers-elect shall assume office on January 1.
- f. The Inaugural Ball shall be on the Sunday in January which coincides with the Board meeting.

**ARTICLE VIII – Officer Duties**

**Section 1. All Officers and Delegates shall:**

- a. Act in accordance with the Bylaws, Standing Rules and Guidelines of the Association.
- b. Be responsible for any Association equipment assigned to the office. Submit an inventory list by the November 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 2. The President shall:**

- a. Supervise and direct the affairs of the Association.
- b. Preside at Board meetings.
- c. Be responsible for development and setting the agenda for any meeting of the Board of Directors.
- 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 and the Bylaws Committee, with Board approval.
- f. Be responsible for all Association equipment, (but may delegate responsibility for the equipment to others), and submit an inventory list by the November Board meeting of each year to the Historian, including an accounting of new equipment/supplies and an accounting of items no longer in inventory.
- 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 July of the Nominating Committee (Club Representatives), 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.
- i. Sign all contractual commitments along with Officer or Chairperson of event, following Board approval.
- j. Chair the Inaugural Ball.
- 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.
  - 2. Keeping Council apprised of Association contact information, including address changes for past Association Presidents.
  - 3. Updating Council's Festival Calendar coordinator with current information relative to festivals hosted by ASDSC.
  - 4. Submitting an updated copy of the Association's bylaws to the Council Secretary as revisions are approved.
- l. Have in possession and available for consultation at each meeting a copy of Roberts Rules of Order.
- m. At the November 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.

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**Section 3. The Vice-President shall:**

- a. Act with authority of the President during the absence, inability, or vacancy of the President.
- b. Chair the Nominating Committee.
- c. Be the Chairperson of all Fifth Saturday Association dances.
  1. Arrange for the hall where dance is to be held and request insurance certificate for said facility from the Membership Director.
  2. Maintain a rotation list indicating which two or three clubs (depending on club membership) will host each Fifth Saturday Dance, making sure no club hosts a second dance until all other clubs have shared in hosting duties.
  3. Work with the Club Delegates (as Assistant Chairperson) of the designated host clubs to provide refreshments, decorations, set-up and clean-up, door prizes and assist with promoting the dance.
  4. Provide a written financial and attendance report for each Fifth Saturday Night Dance at the following Board meeting.
- d. 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.
  2. Make arrangement for presentation of said award badges at an appropriate Association function.
- e. Act as the Club Representatives' Coordinator.
- f. Promote and coordinate the Scrambling Squares books with these duties:
  1. Verify books upon completion and issue danglers and card at an Association function.
  2. Be responsible for ordering and maintaining an adequate inventory of swingers and books.

**Section 4 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 Officers and Club Delegates fourteen (14) days prior to any respective meeting.
- b. Keep the minutes of all meetings. Tape recordings shall be retained for one year after approval of said minutes.
- 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 Chair (including Member Clubs, Presidents, Delegates, Caller/Cuer, etc.), maintain this roster throughout the year. Changes and updates should be reported at Board meetings and included in the minutes.
- e. Prepare a new Board roster following elections at the November meeting and present copies at the January Board meeting.
- f. Give fourteen (14) days notice of Board and Special Meetings.
- g. Perform such other duties assigned by the Board or these Guidelines.
- h. Appoint such assistants as may be necessary.
- i. Provide an annual final report and return all unused monies from advancement.
- j. Issue letters to Officers, Directors, and Full Member Clubs and Traveling Member Clubs that fail to meet the meeting requirements as set forth in ARTICLE V, Section 2. and Section 4., ARTICLE III, Section 3. and Article IX Section 1. of these Standing Rules after the first missed meeting.
- k. Distribute Board meeting minutes to the Board of Directors one (1) month prior to the next Board meeting. .
  1. The minutes of the respective meetings shall be mailed or otherwise delivered to the respective Board members and Club Presidents not present at the Board meeting.
  2. Board members shall receive both Board and Executive Committee meeting minutes at least fourteen (14) days prior to the next Board meeting.
- l. Keep the National Square Dance Directory updated with Association events and keep the subscription current.
- m. Maintain and distribute copies of the Bylaws, in a format as approved by the Board of Directors, as they may be amended.

**Section 5. 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.
- 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.
- c. Prepare a current financial statement for each Board meeting and an end of the year financial report.

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- d. Sign all checks with the President, Vice-President, or other designated individual as a co-signer.
- 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.
- h. Oversee all income and expenses by committees and/or source(s).
- i. Work with treasurers of Fun Weekend and Harvest Hoedown to insure proper record keeping.
- j. Be the Chairperson of the committee appointed to prepare a proposed budget for the succeeding year to be presented to the Board at the November meeting. This committee will be activated at the September meeting and, if a new President and/or Treasurer have been nominated, they will be members of this committee.
- k. 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.

### Section 6. The Membership Chair Shall

- a. Receive, review and present at Board meetings all applications for membership to the Association.
- b. At the September General Meeting, distribute a letter to the Member Clubs requesting the following by October 1:
  - 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 November Board meeting;
  - 2. Treasurer - dues;
  - 3. Membership Chair - keeps one (1) copy of all forms submitted;
  - 4. Sunshine Director - Club Blood Donor list;
  - 5. ASDSC Board - copies of roster of Club President and delegates in the proper format at the November Board meeting.
- d. Maintain a cross reference file of each member of the Club roster, by member name, and all clubs in which they hold membership.
- e. Issue follow-up letter to Clubs who are in arrears as of November 1;
- 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.
- g. Maintain a liability insurance plan and necessary files.
- h. Act as the liaison to the Council's Insurance Director and administer insurance program locally.
- i. Attend Board meetings to provide assistance and advice in connection with the insurance program.
- j. Maintain membership records for a minimum period of three (3) years.

### Section 7. Promotions Chair 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. Act as liaison between New Dancer Classes and the Association.
- e. Prepare a promotions plan and budget to be presented to the Board at the March meeting.
- f. Promote and coordinate dancing at the California State Fair, and act as a liaison between the Association and State Fair management.
- g. Work with the Caller Procurement Chair to contract callers, cuers and instructors for the State Fair and other promotional events hosted by the Association.
- h. Prepare and disseminate promotional material relative to new dancer classes, State Fair dancing and other events throughout the square dance community no later than the July Board meeting to ensure maximum attendance.
- i. Work with Membership Chair to secure appropriate certificates of insurance for all venues for said events.
- j. Work within the fiscal restraints of the Association budget;
- k. Provide a written and oral report at all Board meetings on the status of promotional endeavors and State Fair activities.

### Section 8. The Website Chair shall:

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- 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. Accept 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.
- g. Compile a printable calendar in an appropriate format for distribution to all individuals/couples belonging to the Association.
- h. Provide a printable 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 Board meeting. This listing will let clubs know of potential conflicts for the following year so that adjustments can be made if necessary.

### **Section 9. Immediate Past President shall:**

- a. Be the outgoing President.
- b. May succeed him or herself/themselves if the succeeding President is not available to fill this office.
- c. Serve as an advisor to the Board.
- 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.

### **Section 10. Club Delegates shall:**

- a. Present a written and an oral report of the activities of their Club at each Board meeting, including any changes in Officers and/or club status.
- b. Act as Assistant Chairperson for the Fifth Saturday Association Dance when it is their turn in the assigned rotation. Work with the Vice-President (Chairperson) in promoting Fifth Saturday Dances, and securing necessary dancers to help with putting on the dance.
- c. Serve as a member of the Nominating Committee.

## **ARTICLE IX – Appointed Chairpersons and Directors**

### **Section 1. Chairpersons and Directors**

- a. The Appointed Chairpersons and Directors of the Association shall consist of, but not be limited to, the following: Fun Weekend Chairperson, Harvest Hoedown Chairperson, Caller Procurement Director, Historian, Sunshine Director, and Youth Director. Additional chairpersons or directors may be appointed at the President's discretion with the approval of the Board.
- b. Elected officers may be appointed to fill a Chair or Director position, with the approval of the Board.
- c. An Appointed Chairperson or Director may also serve as a delegate of a Club during his term of office.
- d. Chairpersons and Directors shall attend all Board meetings. Two (2) absences from such meetings without an excusable reason shall be cause for dismissal by the Board.
- e. All Appointed Chairpersons and Directors, with the exception of the Harvest Hoedown and Fun Weekend Chairpersons, shall serve a term of one year commencing January 1. All chairpersons may be appointed to succeed themselves, with Board approval, without restriction to the number of terms.
- f. Future Fun Weekend and Harvest Hoedown Chairpersons shall be appointed eighteen (18) months prior to their event.
  1. The Fun Weekend Chairperson shall be appointed at the January meeting and shall be considered the Chairman-elect until the end of the July Board meeting at which time they will become the Active Chairman.
  2. The Harvest Hoedown Chairperson shall be appointed at the May meeting and shall be considered the Chairman-elect until the end of the November Board meeting at which time they will become the Active Chairman.
- i. Chairperson may appoint committee members as necessary to carry out their activities. If so appointed, there is no restriction as to the number of years a dancer can serve on a committee.
- j. Present a written report of activities at all Board meetings.

### **Section 2. Qualification for Chairperson or Director**

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

### Section 3. Payment for Service

All Chairpersons or Directors, including their committee members, shall serve without pay or benefits:

- a. Expenses authorized by the Board, will be reimbursed with proper documentation. Advance payment for major expenses may be requested.
- 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.
  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.
  3. Any unused advance funds must be returned to the Treasurer by the next regularly scheduled meeting.

### Section 4. Committee Treasurer

- a. A Committee Treasurer, if deemed necessary by the Board, shall be appointed by the Committee Chairman with the approval of the Board. The Committee Treasurer may serve for no more than three (3) consecutive one-year terms as Treasurer of the same committee.
  1. The Committee 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.
    - 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.
    - 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.
    - g. Work with the ASDSC Treasurer to insure proper record keeping.
    - h. Maintain accurate records of all monies received and disbursed, and submit the same for audit within ninety (90) days of completion of activity.
- b. If Committee Treasurer is not appointed, Chairperson shall turn in all monies from their activity as they are received.

## ARTICLE X – Duties of Appointed Chairpersons and Directors

### Section 1. All Appointed Chairpersons and Directors shall:

- a. Act in accordance with the Bylaws, Standing Rules and Guidelines of the Association.
- b. Be responsible for any Association equipment assigned to the office. Submit an inventory list by the November 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 2. 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 other events as determined by the Association.

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- 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.
- c. Following Board approval, prepare a contract on the Association's approved contract form.
- d. Send copies to contractor for their signature, requesting two (2) signed copies of the contract be returned to the Association. Once both copies of the contract have been counter-signed by the ASDSC President and the Caller Procurement Director, one completed copy of the contract will be send to the contractor and one copy will be retained by the Caller Procurement Director.
- e. After contract is signed by all parties, copies should be made and given to the Chairperson of the scheduled event, the President, and the Treasurer of the event.
- f. Recommended Contract Timetables:
  - 1. Harvest Hoedown ..... 3 to 4 years in advance
  - 2. Fun Weekend ..... 1 to 2 years in advance
  - 3. Fifth Saturday Dances ..... 1 to 2 years in advance
  - 4. 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.
- i. Consult the policies and guidelines relative to any Association sponsored event prior to entering into a contract for that event.

**Section 3. Fun Weekend Chairperson Shall**

Promote and coordinate a weekend of FUN to be held on the weekend containing the second Saturday in June in accordance with the Bylaws, Standing Rules, and Guidelines of the Association.

- a. The Fun Weekend Chairperson shall encourage committee participation from all clubs in the Association.
  - 1. The Fun Weekend Chairperson will determine the number of committee members needed and what role each committee member will fill. The Chairperson must approve all assistants.
  - 2. Except for the Committee Treasurer, there are no restrictions as to how long an individual may serve on the committee as long as they are approved by the Committee Chairperson.
  - 3. A committee Treasurer shall be appointed with the approval of the Board and follow procedures as outlined in ARTICLE IX, Section 4 of these Standing Rules
  - 4. The Immediate Past Chairperson of Fun Weekend shall be an ex-officio member of the Committee.
  - 5. The Chairperson-elect, once appointed, shall become an active member of the Committee.
- b. The Fun Weekend Chairperson shall contract for facilities at least one year in advance, or as soon thereafter as allowed by the facility. The Association President and the Fun Weekend Chairperson shall sign contracts for facility rental.
- c. The budget for the current year's event shall be submitted to the Board for approval no later than the September Board meeting. Once approved, any increase in the budget shall be resubmitted for approval.
- d. The weekend dance/event schedule for the current year's event shall be completed no later than the May Board meeting and shall be given to the Board for distribution to all member clubs, as deemed necessary.
- e. The Fun Weekend Chairperson shall select the Sound person(s) following a request for bid process among known available sound providers.
  - 1. The Sound Person(s) shall include a complete itemized list of equipment to be used in each/all area(s), plus all standby equipment.
  - 2. The Fun Weekend Chairperson must determine that the Sound person(s) has sufficient equipment.
  - 3. The Association President and the Fun Weekend Chairperson shall sign contracts for setting of sound.
- f. 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.
  - 1. A final written and oral report of Fun Weekend shall be presented no later than the September Board meeting.
  - 2. All reports and financial statements shall be submitted in triplicate, one each to the Association President, Secretary, and Treasurer.
- g. The Fun Weekend Chairperson shall maintain a current inventory list, including storage trailer, of all equipment used for Fun Weekend. A copy of this inventory list shall be submitted to the Historian and the Fun Weekend Chairperson-elect at the May Board meeting.
- h. The Committee will set fees and compensation for committee members, non-featured Callers, Cuers and DJs, no later than nine (9) months prior to the event.
- i. The Fun Weekend Chairperson will determine what the Fun Weekend outfit will be for their particular event.

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### Section 4. 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.

- a. The Harvest Hoedown Chairperson shall encourage committee participation from all clubs in the Association.
  1. The Harvest Hoedown Chairperson will determine the number of committee members needed and what role each committee member will fill. The Chairperson must approve all assistants.
  2. Except for the Committee Treasurer, there are no restrictions as to how long an individual may serve on the committee as long as they are approved by the Committee Chairperson.
  3. A committee Treasurer shall be appointed with the approval of the Board and follow procedures as outlined in ARTICLE IX, Section 4 of these Standing Rules
  4. The Immediate Past Chairperson of Harvest Hoedown shall be an ex-officio member of the Committee.
  5. The Chairperson-elect, once appointed, shall become an active member of the Committee.
- b. The Harvest Hoedown Chairperson shall contract for facilities at least one year in advance, or as soon thereafter as allowed by the facility. The Association President and the Harvest Hoedown Chairperson shall sign contracts for facility rental.
- c. The budget for the current year's event 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.
- d. The weekend dance/event schedule for the current year's event 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.
- e. The Harvest Hoedown Chairperson shall select the Sound person(s) following a request for bid process among known available sound providers.
  1. The Sound Person(s) shall include a complete itemized list of equipment to be used in each/all area(s), plus all standby equipment.
  2. The Harvest Hoedown Chairperson must determine that the Sound person(s) has sufficient equipment.
  3. The Association President and the Harvest Hoedown Chairperson shall sign contracts for setting of sound.
- f. 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.
  1. A final written and oral report of Harvest Hoedown shall be presented no later than the January Board meeting.
  2. All reports and financial statements shall be submitted in triplicate, one each to the Association President, Secretary, and Treasurer.
- g. 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 Harvest Hoedown Chairperson-elect at the January Board meeting.
- h. The Committee will set fees and compensation for committee members, non-featured Callers, Cuers and DJs, no later than nine (9) months prior to the event.
- i. The Harvest Hoedown Chairperson will determine what the Harvest Hoedown outfit will be for their particular event.

### Section 5. The Historian 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.
  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.
- 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.

### Section 6. The Sunshine Director shall:

- a. Send a card to ASDSC members and their immediate family when ill.
- b. In the event of hospitalization or death of an Association member or their immediate family, send a card.
- c. In the event of hospitalization or death of a Board member a plant may be sent.
- d. For members of Council or past ASDSC Board members send either a card or flowers at the President's discretion.
- e. Present an oral and written report of activities at all meetings.

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- f. Coordinate the securing and listing of names of blood donors in the Member Clubs to assist dancers, their spouse or domestic partner and their families.
- g. Act as liaison between Blood Bank Association and families.

**Section 7. The Youth Director shall:**

- a. Act as liaison between youth clubs, youth of member clubs, the Association, and the Council's Youth Advisory Committee.
- b. Participate on the Fun Weekend and Harvest Hoedown Committees to provide input on program for youth dancers and encourage youth participation in these events.

**ARTICLE XI - Standing Committees**

**Section 1. Nominating Committee**

- a. The nominating committee shall consist of the Vice-President, as Chairperson, and all Club Delegates.
- b. The nominating committee shall provide nominations for Association Officers as set forth in Article VII, Section 1

**ARTICLE XII - Special Committees**

**Section 1. Special Committees**

- a. Any committee created by these Bylaws, Standing Rules or the Board.
- 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, with the exception of the Fun Weekend and Harvest Hoedown Chairpersons.
- d. Unless otherwise specified in these Bylaws or Standing Rules, the Committee Chairperson will have a voice but NO VOTE at Board meetings.
- 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 4 of these Standing Rules.

**ARTICLE VIII - Association Events and Activities**

**Section 1. Association Events**

- a. All Fifth Saturdays and the Fun Weekend and Harvest Hoedown weekends shall be reserved for Association sponsored activities unless released by action of the Board.
- 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.
- c. The Association shall conduct an annual Fun Weekend to be held on the weekend containing the second Saturday in June.
  - 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.

**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.
- 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.