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ASSOCIATED SQUARE DANCERS OF SUPERIOR CALIFORNIA, INC.
BYLAWS

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 SEPTEMBER 19, 2010

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 MAY 5, 2013

REVISED JULY 9, 1967
REVISED JULY 13, 1969
REVISED OCTOBER 8, 1989
REVISED APRIL 12, 1992
REVISED JULY 9, 1995
REVISED JULY 19, 1998
REVISED JULY 19, 2009

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 of all types of dances in our Association; to exchange information between Clubs and encourage inter-Club activities so as to promote a closer fellowship between Member Clubs.

ARTICLE III - Definitions

- a. **"ACTIVE CHAIRPERSON"** as referred to in these Bylaws shall refer to the chairperson of the current Harvest Hoedown, as defined in the Standing Rules.
- b. The **"ASSOCIATION"** as referred to in these Bylaws shall mean the Associated Square Dancers of Superior California, Inc.
- c. **"BOARD"** as referred to in these Bylaws shall mean the Board of Directors as defined in ARTICLE VI of these Bylaws.
- d. **"CHAIRPERSON-ELECT"** as referred to in these Bylaws shall refer to the next Harvest Hoedown, from the time of their appointment until the time they become the "Active Chairperson" as defined in the Standing Rules.
- e. **"CLUB"** as referred to in these Bylaws 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 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.
- g. **"DANCER"** as referred to in these Bylaws shall include any person who square, round, clog, contra or country western dances.
- h. **"DELEGATE"** as referred to in these Bylaws shall mean the representatives of Full Member or Traveling Clubs.
- i. **"EXECUTIVE COMMITTEE"** as referred to in these Bylaws means the elected Officers as defined in ARTICLE VI of these Bylaws.
- j. **"ELECTED OFFICERS"** are defined in the Standing Rules.
- k. **"FISCAL YEAR"** as referred to in these Bylaws shall mean the calendar year from January 1 to December 31.
- l. **"FULL MEMBER CLUB"** as referred to in these Bylaws is a club which has met all of the requirements as set forth in the Standing Rules.
- m. **"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.
- n. **"QUORUM"** as referred to in these Bylaws 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 Bylaws shall be any unscheduled meeting of the Board and/or Executive Committee called by a person or group as set forth in the Standing Rules.
- p. **"SUBSCRIBER MEMBER CLUB"** as referred to in these Bylaws is a club which has met all the requirements as set forth in the Standing Rules.
- q. **"TRAVELING MEMBER CLUB"** as referred to in these Bylaws is a club which has met all the requirements as set forth in the Standing Rules.

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

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

- a. Proposed amendment(s) to these Bylaws shall be distributed in writing to all Board members and the club presidents twenty-five (25) days prior to the first meeting at which such amendment(s) is to be considered for adoption.
- b. These Bylaws may be amended by the majority vote of a Quorum of the Board at any General or Special Meeting following the reading of the proposed amendments at a second meeting.
- c. At the meeting where Bylaw changes are approved, the Board of Directors shall establish and approve the effective date.

Section 2. Standing Rules

- a. Standing Rules may be adopted, revised, or rescinded by a majority vote of the Board present 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 Board.
- c. Changes to the Standing Rules will take effect immediately following the meeting where they are approved.

Section 3. Guidelines

- a. Guidelines may be adopted, revised, or rescinded by a majority vote of the Board present at any Board or Special meeting.
- b. Changes to the Guidelines will take effect immediately following the vote for approval.

Section 4. Dissolution

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.

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 dancer 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 only pay Association dues ~~only~~ once each year thru the club of their choice.

Section 2. Member Clubs

This Association shall have the following types of member clubs.

- a. Full Member Clubs
- b. Subscriber Member Clubs
- c. Traveling Member Clubs

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

Section 3. 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 the Standing Rules.
- b. Application for membership must be presented to the Board in person by an officer from the Club.

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 and Traveling Clubs must have representation at General Meetings per year as outlined in the Standing Rules.
- c. Pay Association dues as outlined in the Standing Rules.

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 outlined in the 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 provisions outlined in the Standing Rules.

ARTICLE VI – Executive Committee and Board of Directors

Section 1. Executive Committee

- a. The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, Membership Chair, Promotions Chair, Website Chair, the Active Chair of Harvest Hoedown, and the Immediate Past President.

Section 2. Board of Directors

- a. The Board shall consist of the Executive Committee and one delegate from each member club.
- b. 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.
- c. Regardless of the number of offices a person holds, each person may have no more than one vote.
- d. Special Committees, Appointed Positions, Harvest Hoedown Chair-Elect and guests may have a voice but no vote.

ARTICLE VII - Reciprocity Agreement

This organization shall be an affiliate member in good standing of the California Square Dance Council, Inc., and/or United Square Dancers of America.

ASSOCIATED SQUARE DANCERS OF SUPERIOR CALIFORNIA, INC. STANDING RULES

(A NON-PROFIT ORGANIZATION) ORIGINAL STANDING RULES ADOPTED 1954

REVISED OCTOBER 1956	REVISED OCTOBER 10, 1965	REVISED JULY 9, 1967
REVISED OCTOBER 9, 1967	REVISED OCTOBER 9, 1967	REVISED JULY 13, 1969
REVISED JULY 14, 1974	REVISED DECEMBER 9, 1984	REVISED OCTOBER 8, 1989
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REVISED JULY 11, 1993	REVISED OCTOBER 9, 1994	REVISED JULY 9, 1995
REVISED OCTOBER 8, 1995	REVISED JULY 20, 1997	REVISED JULY 19, 1998
REVISED APRIL 10, 2005	REVISED JULY 2008	REVISED JULY 19, 2009
REVISED SEPTEMBER 19, 2010	REVISED MAY 5, 2013	

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 CHAIRPERSON"** as referred to in these Bylaws shall refer to the chairman of the current Harvest Hoedown, as defined in the Standing Rules.
- b. The **"ASSOCIATION"** as referred to in these Bylaws shall mean the Associated Square Dancers of Superior California, Inc.
- c. **"BOARD"** as referred to in these Bylaws shall mean the Board of Directors as defined in ARTICLE VI of these Bylaws.
- d. **"CHAIRPERSON-ELECT"** as referred to in these Bylaws shall refer to the next Harvest Hoedown, from the time of their appointment until the time they become the "Active Chairperson" as defined in the Standing Rules.
- e. **"CLUB"** as referred to in these Bylaws 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 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.
- g. **"DANCER"** as referred to in these Bylaws shall include any person who square, round, clog, contra or country western dances.
- h. **"DELEGATE"** as referred to in these Bylaws shall mean the representatives of Full Member or Traveling Clubs.
- i. **"EXECUTIVE COMMITTEE"** as referred to in these Bylaws means the elected Officers as defined in ARTICLE VI of these Bylaws.
- j. **"ELECTED OFFICERS"** are defined in the Standing Rules.
- k. **"FISCAL YEAR"** as referred to in these Bylaws shall mean the calendar year from January 1 to December 31.
- l. **"FULL MEMBER CLUB"** as referred to in these Bylaws is a club which has met all of the requirements as set forth in the Standing Rules.
- m. **"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.
- n. **"QUORUM"** as referred to in these Bylaws 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 Bylaws shall be any unscheduled meeting of the Board and/or Executive Committee called by a person or group as set forth in the Standing Rules.
- p. **"SUBSCRIBER MEMBER CLUB"** as referred to in these Bylaws is a club which has met all the requirements as set forth in the Standing Rules.
- q. **"TRAVELING MEMBER CLUB"** as referred to in these Bylaws is a club which has met all the requirements as set forth in the Standing Rules.

ARTICLE III – Club Membership

ASSOCIATED SQUARE DANCERS OF SUPERIOR CALIFORNIA, INC.

STANDING RULES

Section 1. Member Club

This Association shall have the following types of member clubs:

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 eight (8) 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

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

1. A Subscriber Member Club is a Club that elects not to be a Full Member Club.
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 eight (8) 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 75% of the 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 and Webmaster.
- f. Provide all information for New Dancer Classes to the Promotions Chair and Webmaster sixty (60) days in advance.

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

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.

Section 4. Membership Dues

- a. All member clubs shall pay dues for the succeeding year as approved by the Board at the August 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 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 of the 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.of the Standing Rules 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 Section 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 Section 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 first Sunday of February, May, August & November, with the exception that the meeting shall be rescheduled if it conflicts with a major holiday or a square dance festival.
- 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.

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

Section 2. Executive Committee Meetings

- a. The regular meetings of the Executive Committee shall be on the first Sunday of February, May, August & November, 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.

Section 3. Executive Committee Duties and Functions:

- a. The Executive Committee shall act as overseer of the dancer enhancement fund.
- b. The Executive Committee shall present a report to the Board of Directors, at each meeting, listing any withdrawal activity, any deposit activity and any change of status of the dancer enhancement fund.
- c. The Executive Committee shall approve contracts for facilities and sound reproduction for ASDSC sponsored dances and festivals.
- d. The Executive Committee shall authorize payment of bills up to \$500.00.

Section 4. 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 – Executive Committee and Board of Directors

Section 1. Executive Committee

- a. The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, Membership Chair, Promotions Chair, Website Chair, the Active Chair of Harvest Hoedown, and the Immediate Past President.

Section 2. Board of Directors

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.

- 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 and representatives from other Associations.

Section 3. Officers

- a. The Elected Officers of the Association shall consist of President, Vice-President, Secretary, Treasurer, Membership Chairperson, Promotions Chairperson and Website Chairperson.
- 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.

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

- 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 4. 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.

Section 5. 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 6. 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.
 - 3. If the Secretary so chooses, expenses incurred in performing duties may be paid by the secretary and then submit Expenses Reports for reimbursement.
 - 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.

Section 7. 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 Harvest Hoedown and Association-sponsored 5th Saturday dances.

ARTICLE VI - Delegates

Section 1. Qualifications

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

- 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.

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 August 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 February 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.

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- 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 August 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, scheduled 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.

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. Work with the Club Delegates (as Assistant Chairperson) to provide refreshments, decorations, set-up and clean-up, and assist with promoting the dance.
 - 3. Provide a written financial and attendance report for each Fifth Saturday Night Dance at the following Board meeting.

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 February 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.

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- n. Provide copies of Club Officer Changes and event changes or additions to Webmaster and Membership Chairpersons.

Section 5. The Treasurer shall:

- a. Receive and deposit all receipts (except Harvest Hoedown) 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.
- d. Sign all checks with the President, Vice-President, or other individual designated by the Board as a co-signer.
- e. No check drawn on an ASDSC account may be co-signed by both partners of a married couple or registered domestic partners.
- f. Submit all accounts for an annual audit by the January General Meeting.
- g. Be Chairperson of all audit committees except the annual Treasury audit.
- h. Oversee the preparation and the filing of all necessary tax forms, including selection of a tax preparation service.
- i. Oversee all income and expenses by committees and/or source(s).
- j. Work with treasurer of Harvest Hoedown to insure proper record keeping.
- k. Be the Chairperson of the committee appointed to prepare a proposed budget for the succeeding year to be presented to the Board at the February meeting. This committee will be activated at the November meeting and, if a new President and/or Treasurer have been nominated, they will be members of this committee.
- l. 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 August 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.

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- 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 February 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.
- l. Monitor and keep records of Promotional Expenses incurred by the Clubs which may be reimbursed by the Association, provided they distribute generic flyers listing all ASDSC clubs at the event.

- 1. Clubs in good standing may be reimbursed up to \$150.00 for Promotional Events, not including Fairs. This budget can be used for multiple events or one event, but the expenditures must be approved by the Promotions Director to insure that a check is available in a timely manner and the Club does not go over budget.
- 2. Clubs in good standing may be reimbursed up to \$300.00 towards a county fair or similar event.
- 3. Clubs may partner together for events as long as each club does not exceed it's per year budget.
- 4. Funds distributed by the Association to clubs must be fully accounted for and any excess funds are to be returned to the Association. Any contracts and or receipts must be provided to the Association to account for the exact expenditures for the fair or similar event.
- 5. If the club incurs expenses that exceed the amount allocated as outline above, the club is responsible for that excess amount.

Section 8. The Website Chair shall:

- 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 printable 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.

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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: Harvest Hoedown Chairperson, Caller Procurement Director, Historian, Sunshine Director, Blood Reserves 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 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 Harvest Hoedown Chairpersons shall be appointed eighteen (18) months prior to their event. 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

- 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.

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- 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, Fifth Saturday, Association Special Dances and other events as determined by the Association.
- 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. Fifth Saturday Dances 1 to 2 years in advance
 - 3. 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. 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.

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- 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 February 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 August 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 February 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 February 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 4. 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 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, the Inaugural Ball, and Fifth Saturday Dances.
- 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 Harvest Hoedown.
 - 1. Order badges recognizing ten (10), fifteen (15) and twenty (20) year Outstanding Service Award recipients.
 - 2. Make arrangements for the presentation of said award badges at an appropriate Association function.

Section 5. The Sunshine/Blood Reserve Chairperson shall:

- a. Send a card to ASDSC members 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 hospitalization or death of members of Council or past ASDSC Board members send either a card or flowers at the President's discretion.
- e. Send anniversary cards or certificates to ASDSC Member Clubs in the month of their Club's anniversary.
- f. Present an oral and written report of activities at all meetings that includes the names of the person receiving a card and the reason for it.
- g. 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.
- h. Act as liaison between Blood Bank Association and families.

Section 6. The Youth Chairperson shall:

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- a. Act as liaison between youth clubs, youth of member clubs, the Association, and the Council's Youth Advisory Committee.
- b. Participate on the Harvest Hoedown Committee 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 Harvest Hoedown Chairperson.
- 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 XIII – Association Events and Activities

Section 1. Association Events

- a. All Fifth Saturdays and the Harvest Hoedown weekend 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.

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.

**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 and Standing Rules 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 to maximize the attendance, participation and enjoyment of this dance for all members and associates of the ASDSC.
4. The Fifth Saturday Association Dance shall be held on the Fifth Saturday. Fifth Saturday Association Dances may be scheduled or eliminated by Board Approval.
5. The Vice-President will be the chairperson of all Fifth Saturday Association Dances.
5. 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.
6. The approved Association contract form shall be used for callers, cuers and setting of sound.
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.
8. The Chairperson shall contact the Caller and Cuer six (6) months in advance to confirm contract.
9. Sign-in sheets will be kept for one year and be attached to the financial recap for the dance.
10. A full written financial and attendance report on the provided form shall be presented at the next Board meeting following the dance.
11. Vice-President and Treasurer are admitted free to all Fifth Saturday dances during their term, along with the President, Association Past Presidents and any service award winners.
14. Appropriate dance attire for the attendee's club shall be required.

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 and Round dancing, and provide for further development of dancing activities through planned interchange of ideas and methods.
2. The Harvest Hoedown shall be conducted in conformance with the Bylaws and Standing Rules of the Association.
3. The Harvest Hoedown Chairperson shall meet qualifications as per ARTICLE IX, Sections 1 and 2, of the Standing Rules
4. The Harvest Hoedown Chairperson shall encourage participation from all clubs in the Association.
5. The approved Association contract form shall be used for hiring of callers and cuers. These contracts shall be negotiated by the Caller Procurement Chairman submitted to the Board for approval, and signed by the Association President and the Caller Procurement Chairman.
6. 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.
7. Sound and facilities contracts shall be submitted to the Board for approval, and signed by the Association President and the Fun Weekend Chairperson.
8. 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. Payment for performing exhibition groups shall be an option of a daily pass for the day of performance, 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.
9. 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, and may include weekend dance ribbons, RV parking/tent camping, and/or meal tickets for meals offered as part of the weekend's activities.
 - a. Callers, Cuers and DJs listed on the program and calling two (2) hours or more will receive a fee, and two weekend ribbons but no other compensation.
 - b. Callers, Cuers, and DJs calling less than two (2) hours will receive two weekend ribbons, but no fee or other compensation.
 - c. All past Harvest Hoedown Chairpersons, past Association Presidents and Association members holding Outstanding Service Badges will receive two weekend ribbons in accordance with the Standing Rules.
10. Current Council members shall be invited to attend Harvest Hoedown.
 - a. A letter inviting Council members to attend Harvest Hoedown will be sent to the August Council meeting for distribution.
 - b. At the discretion of the Harvest Hoedown Chairperson, this letter may or may not include the offer of complimentary ribbons.
11. The Harvest Hoedown Chairperson will determine what the Harvest Hoedown outfit will be for their particular event.
12. Appropriate dance attire for the attendee's club shall be required only for Saturday night.
13. Books and records will be open to inspection by the ASDSC Treasurer and maintained in a manor consistent with ASDSC Treasurer's needs for tax reporting.

STATE FAIR GUIDELINES
ASSOCIATED SQUARE DANCERS OF SUPERIOR CALIFORNIA, INC.

1. The purpose of State Fair dancing 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 events shall be conducted in conformance with the Bylaws and Standing Rules of this Association. The State Fair events shall be conducted in conformance with the Bylaws and Standing Rules of this Association and the [Guidelines of the California State Fair Board including Megan's Law requirements.](#)
3. [Send inquiry/request to California State Fair Board for the application to perform at the California State Fair. Current email address is: entertainment@calexpo.com. Application is usually available in March each year.](#)
4. [Obtain caller for the event\(s\). Payment for caller is setup working with the ASDSC Treasurer. Depending on the timeline given to the square dancers, the caller may do continuous calling.](#)
5. The Promotions Director shall send a [notice](#) 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.
6. The Promotions shall verify all insurance requirements and be sure proper insurance documents for each dance location are requested and obtained from the Association's Membership Director.
7. The Promotions 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 two (2) months prior to the event.
8. At the **regularly scheduled board meeting prior to the State Fair**, the Promotions Director shall present the Executive Board with a final printed schedule showing times of dancing, location and breaks for State Fair dancing activities.
9. Appropriate dance attire is required for State Fair dancing event(s).

**HEARING ENHANCEMENT EQUIPMENT GUIDELINES
ASSOCIATED SQUARE DANCERS OF SUPERIOR CALIFORNIA, INC.**

The Association owns five hearing enhancement sets which were donated by the Sacramento Valley Callers' Association.

Policy on renting hearing enhancement sets:

Hearing enhancement sets are available for use at any organized square or round dancing event within the area of our Association as defined by California Square Dance Council, Inc.

For the purposes of this policy statement, an organized square or round dance event is defined as an event which meets all of the following criteria:

1. Features square or round dancing
2. Has a designated caller or cuer
3. Has a designated location
4. Has a designated date and time
5. Has a designated person in charge of the event
6. The event is advertised locally and is open to any square dancer in our Association's area
7. Rental to events outside of our Association's boundaries must have prior approval by the Board of Directors.

Terms of rental:

1. Duration of each rental may not exceed one week (seven calendar days)
2. Any person, club or event may not rent hearing enhancement sets for more than two consecutive weeks (fourteen calendar days).
3. Rental charge: The charge to rent one hearing enhancement set shall be \$1.00 per rental. This fee may be waived for events sponsored by Association members or the Association itself.
4. Damage deposit: A deposit of \$50.00 for each rental shall be provided by the renter in advance of the rental. The deposit shall be returned when the hearing enhancement set is returned in comparable condition to its condition when rented.
5. Any damage in excess of normal wear will be repaired by the Association and the cost of said repairs will be charged to the renter.
6. Sets shall only be rented to a designated person.

WEBSITE GUIDELINES
ASSOCIATED SQUARE DANCERS OF SUPERIOR CALIFORNIA, INC.

1. The Associated Square Dancers of Superior California will set-up and maintain a website on the Internet. Address for this website will be *http://*www.ASDSC.org.
2. A Website manager (*Webmaster*) will be an elected position on the Board. Website manager will provide status report at all ASDSC Board meetings.
3. It is the responsibility of the Association's website manager and/or his or her designated assistant, to maintain the general Association information in a timely manner, and to update the calendar and other sections of the website as outlined below. It is the responsibility of member clubs to provide dance dates, new dancer information and other pertinent information to the website manager for inclusion in the calendar. It is the responsibility of the various event chairmen (Harvest Hoedown, 5th Saturday Dance, etc.) to provide all information, including updates, schedule changes, etc., in a complete and timely manner to the website manager(s). The required event information is as follows:
 - a. Club or Association name
 - b. Theme or name of the event
 - c. Event dance level, (New Dancer, Mainstream, Plus, A-1, A-2, Challenge, Phases, etc.)
 - d. Date
 - e. Start Time and end time (Pre-rounds) (Squares)(Lines)
 - f. Name of the hall or building
 - g. Physical Address of the hall or building, including street address and city
 - h. Caller and cuer for the event
 - i. Contact person's complete name, telephone number, and e-mail address if available.
4. The calendar listings will include the following information, and be updated on a weekly basis:
 - a. ASDSC Sponsored events, including Harvest Hoedown, 5th Saturday Dances, Inaugural Ball, and any other duly sponsored events.
 - b. ASDSC Board of Directors and general meeting dates, plus bylaws, festival and other committee meeting dates.
 - c. ASDSC member club sponsored dances and weekend events other than regularly scheduled workshop nights.
 - d. Dates and locations of festivals recognized by the California Square Dance Council as events sponsored by Associations within California.
 - e. The California State Square Dance Convention, National Square Dance Convention, USA West Convention and the International Association of Gay Square Dance Clubs convention shall be listed for their statewide/national prominence. Also, the Silver State Convention in Reno, NV, will be listed for its proximity and popularity with ASDSC member clubs.
5. Supplementary web pages will include the following:
 - a. Key ASDSC Officers and Directors, including name, office held, e-mail address, and at the discretion of the member, telephone number.
 - b. ASDSC member clubs workshop nights, the required event information is as follows:
 - i. Club or Association name
 - ii. Dance level, (New Dancer, Mainstream, Plus, A-1, A-2, Challenge, Phases, etc.)
 - iii. Day of the week
 - iv. Start Time and end time (Pre-rounds) (Squares)(Lines)
 - v. Name of the hall or building
 - vi. Physical Address of the hall or building, including street address and city
 - vii. Instructor/caller and/or cuer
 - viii. Contact person's complete name, telephone number, and e-mail address if available.
 - c. Information including dates, contact names and other general information relative to Harvest Hoedown, and other ASDSC sponsored events.
 - d. Other general information as deemed necessary or appropriate. This information may, but is not required to, include the following: Blood Reserve information; listing for *Squarecaster* or similar local publications; "Emergency Call for Medical Aid"; information on local (Association member) exhibition clubs/groups; and information relative to the square dancers insurance.

- e. Links to other websites. All links must be to a website that is directly related to the promotion of square dancing. Linking is at the request of the business to the ASDSC Board or Website manager, and is done with the agreement of a reciprocal link to ASDSC.ORG.
 - i. Square Dance callers
 - ii. Round or line dance cuers
 - iii. Bonafide¹ businesses that support the square dance community
 - 1. Clothing shops that specialize in square dance attire
 - 2. Dance shoe distributors
 - 3. Recording companies that specialize in square and round dance recordings
 - 4. Facilities (dance locations) available for use by local ASDSC member clubs.

- f. List on the Events page all Council recognized festivals that occur within 100 miles of Sacramento.

¹ A bonafide business is described as a company or individual that files both a state and federal tax return and maintains a business license on an annual basis. A copy of a business license may be required for verification purposes.

DISTRIBUTION OF FUNDS GUIDELINES
ASSOCIATED SQUARE DANCERS OF SUPERIOR CALIFORNIA, INC. (ASDSC)
GUIDELINES

On May 20, 2014, The Squarecaster, Inc. donated the sum of \$6,400.00 to the ASDSC for the promotion of Square Dancing within our Association at the September New Dancer Class Level.

The purpose of these funds is to support clubs and encourage ASDSC to host New Dancer Classes, and to provide New Dancer recruitment thru advertisement or support of individual clubs who host New Dancer classes and to fund New Dancer dances.

Up to \$3,200.00 of the funds will be used to publish a listing in the Sacramento Bee of all New Dancers Classes that have been reported to the ASDSC Web Master by September 1, 2014. The advertisement will run in the "Ticket Section" on September 5, and September 12, 2014 and be listed in the electronic version of the Sacramento Bee.

The remaining funds will be used to support dances held at the September class level. The funds will be made available to member clubs of the ASDSC in good standing as of the date of the donation who host a New Dancer Dance.

To qualify for funds:

- a. To hold a qualifying New Dancer Dance, Clubs will send inquiry/request by email to the ASDSC Promotions Director at promotions@asdsc.org prior to scheduling the dance.
- b. The dance must be held at the September New Dancer Class Level.
- c. The sponsoring club will be responsible for all aspects of the dance: Renting the hall, obtaining insurance, advertising the dance, securing the caller, providing setup/cleanup of the facility. Door prizes and refreshments will be provided as the club chooses.
- d. This fund will guarantee each club will make a minimum profit of \$200.00 for sponsoring a dance. To determine the clubs' profit, the total door take for dancer admissions minus actual expenses for hall rent and caller fees (not to exceed \$500.00) will be used. The sponsoring club will retain all profit if it exceeds the guaranteed minimum. All 50/50 proceeds, door prize sales and expenses for a Cuer, if hired, will be the responsibility of the sponsoring club and not used to determine the profit.
- e. To qualify for this minimum guarantee, the club must not schedule their dance in conflict with any other dance in our Association. The dance must be scheduled on the dance calendar with the ASDSC Web Master at the earliest possible date.
- f. No club will be guaranteed the minimum profit of \$200.00 for more than one dance per dance year of Sep 1 – Aug 30.
- g. To receive the guaranteed amount, the club treasurer will be required to provide to the ASDSC Treasurer, the Dancer Sign-in Sheets, records of income and expenses and a copy of receipts to prove the profit/loss from dance before any guarantee will be paid to a club. The Profit/Loss statement form will be available at <http://www.ASDSC.com/forms.htm>
- h. Records of the fund will be maintained by the ASDSC Treasurer. The records will be open to inspection by the Club Presidents by appointment with the ASDSC Treasurer. The Books and Records will be audited annually in accordance with the Bylaws and Standing rules. All records will be maintained in a manner consistent with ASDSC Treasurer's needs for tax reporting and in compliance with the ASDSC Bylaws.

This Guideline was adopted 11/2/14.

DATE: _____ LEVEL **NEW DANCER - SEPTEMBER CLASS LEVEL**
 CALLER: _____ DOOR FEE \$ _____
 # DANCERS _____
 HALL: _____ # SQUARES _____
 # of Free Dancers _____

DOOR RECEIPTS: \$ _____

CALLER FEE \$ _____ Provide Contract
 HALL RENT \$ _____ Provide Rental Agreement
 TOTAL EXPENSES \$ _____ Do not exceed \$500.00 for cost
 of hall and caller

PROFIT or (LOSS) \$ _____ **If less than \$200.00 profit, apply for
 Guaranteed Profit of \$200.00**

Mail to :

ASDSC Treasurer
 P.O. Box 13455
 Sacramento, CA 95813

Email to: Treasurer@ASDSC.org
 If form and documentation is
 emailed to the Treasurer,
 reimbursement will be faster.

Be sure to include Contracts and Rental Agreement.

Club Name: _____

Club Contact: _____

Phone Number: _____