

# SCVSDA

## Jubilee Guidelines

Approved Effective 19 May 2013

The Jubilee Committee is established under the Bylaws of the Santa Clara Valley Square Dancers Association, Inc. (SCVSDA). The Jubilee Committee is sponsored by, and responsible to, the Board of Directors of the SCVSDA for the planning and operations of the Annual Jubilee.

The Jubilee Committee is authorized to operate within these guidelines, but must seek permission of the SCVSDA Board of Directors to deviate from any of these guidelines. The Jubilee Chairman is encouraged to recommend changes as early as possible in the Jubilee year.

### GENERAL GUIDELINES

The Jubilee shall be held on the second weekend after Labor Day weekend.

The official address for the Jubilee Committee is the same address as that maintained by the SCVSDA unless another address is provided by the Jubilee Chairman, in writing, to the SCVSDA Board of Directors.

The Jubilee General Chairman shall be appointed by the SCVSDA President and approved by the SCVSDA Board of Directors. The Jubilee Treasurer shall be appointed by the Jubilee General Chairman and approved by the SCVSDA Board of Directors.

The SCVSDA President shall work closely with the Jubilee Chairman as a member of the Jubilee Committee.

### FINANCIAL GUIDELINES

Jubilee funds shall be maintained in accounts under the control of the SCVSDA Treasurer.

Restrictions with respect to Jubilee Committee members:

No member of the Committee may receive any remuneration for personal services rendered to the Jubilee except as covered elsewhere in these Guidelines.

Restrictions with respect to local callers/cuers:

- 1) No local caller or cuer at Jubilee shall receive any compensation, or be made any offer of compensation, without prior approval by the Board or Delegates.
- 2) For the purpose of this rule, "compensation" shall mean money or any other thing of value, however named.

3) For the purpose of this rule, "local" shall include any caller or cuer who meets the club affiliation/activity criteria for the Top Ten ballot or who lives within 100 miles of the place that Jubilee is being held.

4) The following practices, which have been long-standing traditions, shall be considered to have been already approved, and may continue unless explicitly revoked by vote of the Delegates:

- a) complimentary ribbons for that Jubilee
- b) Saturday evening dinner
- c) items of minor and ephemeral value provided for use during Jubilee (e.g., coffee, snacks) or to help promote Jubilee (e.g., badges)
- d) other perquisites made available to volunteers generally (e.g., VIP afterparty)

5) If a Jubilee Chairman believes additional compensation is appropriate, he or she shall make a report to the Delegates stating clearly the reasons for, the amount of, and the form of the proposed compensation including, if such compensation is not to be uniform among all callers and cuers, the basis on which it is to be allocated. If the Jubilee Chairman believes that approval is needed prior to the next meeting of the Delegates, the Jubilee Chairman may request approval by the Board, but the Jubilee Chairman shall include both the original request and a statement of any action taken by the Board in his/her next regular report.

## DUTIES OF JUBILEE GENERAL CHAIRMAN

### THE JUBILEE GENERAL CHAIRMAN SHALL:

A. Develop an organizational structure designed to produce a successful Jubilee, and present this structure to the SCVSDA Board of Directors no later than November of the year before the Jubilee. This organizational structure shall incorporate the specific duties of the Jubilee Chairman outlined below and shall also include assistants, managers, or subcommittees responsible for such functions as record keeping, budgeting, registration, program, marketing, sales, vendors, facilities, and decorations.

B. Be responsible for all aspects of the planning and operation of the Jubilee. He/she shall verify, on a continuing basis, that all functions outlined in his/her organizational structure are assigned to responsible managers and that these managers are performing their functions in a satisfactory and timely fashion.

C. Provide a progress report to each SCVSDA Board of Directors and General Committee meeting. This report shall include a summary of the financial status of the Jubilee.

D. Provide a Jubilee budget for review and approval by the SCVSDA Board of Directors no later than January of the year of the Jubilee.

E. Provide an overall program plan for review and approval by the SCVSDA Board of Directors no later than March of the year of the Jubilee.

F. Prepare or cause to be prepared a ballot for the Top Ten Square Dance Callers for each dancer in the SCVSDA showing the name of the callers and the SCVSDA club(s), and clubs which dance within the geographic area of the SCVSDA, for which they call. Typographical emphasis shall be given to SCVSDA clubs.

1. A preliminary ballot including callers for SCVSDA clubs and callers for clubs that dance within the geographic area of the SCVSDA will be presented to the SCVSDA Board of Directors and Delegate by the end of November.

2. Any member of the Jubilee Committee, the SCVSDA Board of Directors, or any Delegate may propose additions to this list until the end of December. The minimum criterion for such additions is that the caller has called at least 10 dances within the geographic area of the SCVSDA during the calendar year prior the balloting.

3. The Jubilee Chairman shall confirm or cause to be confirmed that nominated callers wish to be listed on the ballot, and shall identify and attempt to resolve any discrepancies regarding the names on the preliminary ballot or proposed to be added to the ballot, bringing unresolved issues to the Board of Directors of the SCVSDA. The Board of Directors will resolve these issues, amend the list accordingly, and approve a final Top Ten ballot by the 15th of January.

4. The ballots will be prepared as soon as possible after this meeting, and distributed to Directors, who will arrange for balloting to take place at each of their assigned clubs. The balloting will be open up until the end of February. A member of the Board of Directors of the SCVSDA or such substitute as it may appoint shall monitor the balloting at each club.

5. Each SCVSDA member may cast only one (1) ballot and shall vote for at least one (1) and not more than six (6) callers. A member must be present to vote. Proxy voting is not allowed. A list of people who have voted will be collected by the person monitoring each club's balloting, and turned in with the ballots. Monitors may visit clubs more than once within the balloting time period to allow those who have not yet voted to do so.

6. Ballots shall be counted by at least four (4) of the following: Jubilee General Chairman, Assistant General Chairman, SCVSDA President, SCVSDA Vice President, SCVSDA Secretary. All of the above positions and the rest of the members of the Board of Directors shall be invited to the counting. At least two SCVSDA officers shall be in attendance at the counting. The attendance at the ballot counting is closed to others and the ballots will be safely retained until 60 days after the public announcement of the results.

7. The relative positions of callers within the Top Ten is not to be revealed. The winners shall be listed in alphabetical or other canonical ordering.

G. Provide a final Jubilee report to the SCVSDA no later than the January after the Jubilee.

H. Turn the Jubilee books over to the SCVSDA Board for audit with the final report of the committee.

I. Distribute, or cause to be distributed, complimentary Jubilee ribbons, following the policies outlined below.

The following categories of people are eligible to receive up to two complimentary Jubilee ribbons for their own use and for use by one dance partner each:

1. Callers and Cuers on Jubilee staff;
2. Exhibition Groups performing at the Jubilee;
3. Jubilee Committee members (maximum of 40 ribbons to be distributed to this category);
4. SCVSDA Board members;
5. All callers, cuers, or instructors who call, cue, or instruct regularly for clubs in the SCVSDA;
6. Winners of the Top Ten Callers vote;
7. SCVSDA Past Presidents and Past Jubilee Chairmen; and
8. Current California Square Dance Council board members and affiliate representatives.

One or two ribbons to each person in one or more of the above categories shall be distributed or offered, accompanied by a letter stating that the ribbons are for their personal use and encouraging them to wear the ribbons and promote the Jubilee.

Ribbons may also be provided to other square dance festivals on a reciprocal basis. The ribbons for other festivals obtained in this fashion are to be offered to Jubilee attendees through the Jubilee's silent auction, opportunity drawing, or door prize program.