

SCVSDA

Standing Rules

10 December 2016

1. The SCVSDA shall not sponsor any benefit dances.
2. The President, prior to SCVSDA meetings, shall furnish a printed agenda of the order of business and business to be brought before said meeting.
3. The President shall appoint a Parliamentarian to be present at each meeting of the Board of Directors and General Committee. Parliamentarian shall be announced at the beginning of each meeting.
4. Fifth Saturday Whing Dings that fall on New Years Eve will not be sponsored by the SCVSDA. This Fifth Saturday shall be open to any club that wishes to sponsor a dance that evening.
5. Membership lists are confidential information and shall NOT be released for use outside of SCVSDA business.
6. No Club announcements will be made at SCVSDA functions except as noted below. Fliers may be displayed advertising Club dances. An officer or other representative of the SCVSDA may make announcements at Whing Dings for Association functions that will take place before the next Whing Ding.
7. In case of death of a Board of Directors member or Past President or spouse or dancing partner of same, or a Caller of a SCVSDA Club or spouse, an appropriate memorial may be purchased by SCVSDA not to exceed \$75.
8. SCVSDA members may earn a "100% Club Visitation" award by, within a one-year time period, visiting and dancing with each SCVSDA club that offers a regular dance schedule, at one of their regular dances. These visits are to be documented in writing, signed by the club caller or a club officer. Such members also need to attend at least one SCVSDA Whing Ding and visit at least one SCVSDA General Committee Meeting. These visits are to be documented in writing, signed by an SCVSDA Board member. Hoedowns and 5th night multi-club parties are not considered regular dances for this purpose.

Dancers completing 100% club visitation within one year will receive a certificate of completion and will have their names engraved on hangers to be added to the SCVSDA "badge board" which is displayed at each Jubilee and at various other festivals around the state.

9. Rules for the "Buckskin":

- a) Each "Buckskin" will be numbered and dated.
- b) At any place where the "Buckskin" is displayed, which shall include all Whing Dings though not the other Association dances, any Association Club with sixteen (16) dancers and a caller, or 100% of their club and a caller will be qualified to take the "Buckskin". If more than one club qualifies, a winner will be drawn at random from the qualifying clubs.
- c) The "Buckskin" must be displayed at all Club dances.
- d) When the "Buckskin" is full, the Club with its name on it the most times will keep the "Buckskin". It will, however, be up to the Board of Directors to determine when the "Buckskin" is full and what Club will retain it. The Club will be given a new "Buckskin" to start all over. The Club which holds the "Buckskin" may display it beside its Banner at the Jubilee and all Whing Dings.
- e) Each time a Club has the "Buckskin," it must burn its Club brand or name and date on the "Buckskin".
- f) The brand or name must not be larger than three (3) inches square.
- g) It will be up to each Club to notify its SCVSDA Director when they have the "Buckskin".
- h) Only Association member Clubs will be allowed to take the "Buckskin" according to the above rules.
- i) A Club can hold the "Buckskin" for 30 days, unless a different Club than it was originally taken from gets it in between. All Clubs must wait 30 days before reclaiming the "Buckskin" unless the "Buckskin" has been passed to at least two clubs.
- j) The location of the "Buckskin" will be announced in the "Announcements" portion of each General Committee meeting.

10. Singles and Teens:

- a) All functions sponsored by SCVSDA (Whing Dings, Jubilee, etc.) shall show the suggested donation for singles and teens as well as couples.
- b) Singles should have a well-marked, centrally located area at hoe-downs where they may meet to find dancing partners.

11. Reimbursement for attendance at Council meetings will be limited to no more than \$200 per person and no more than \$300 per meeting. In case reimbursement requests for a single meeting total more than \$300 each person shall be reimbursed only proportionately to keep the total at \$300.
12. Minutes of the Board of Directors
The Secretary shall transmit the minutes of meetings of the Board of Directors of the SCVSDA to the members of the Board as well as to each Member Club.
13. An Annual Audit of the Association's books shall be performed after October 31, the close of the Fiscal Year. The Audit Report shall include a Balance Sheet showing a gain or loss for the year and be included with the minutes the month it is presented to the Association. The Board of Directors or an Association member may do the audit.

The Audit committee shall determine if Income Tax returns need to be filed. If they should, the Audit committee shall ensure their timely filing.

Currently (as of November 17, 2002) no Income Tax Returns need be filed with the IRS or California Franchise Tax Board if the Fiscal Year Association and Jubilee combined gross receipts are under \$25,000 and interest earned from all accounts is under \$1,000. If gross receipts are more than \$25,000, IRS Form 990-EZ and CA Form 199 should be filed within 5 months after October 31, the end of the Fiscal Year. If interest earned exceeds \$1,000, IRS Form 990-T and CA Form 109 should be filed showing the interest as Unrelated Business Taxable Income. SOURCE: Forms IRS 990-EZ, IRS 990-T, CA 109, CA 199 for Exempt Organizations

14. Member clubs of the SCVSDA must pay dues totaling at least \$8.00.
15. A full price subscription to the minutes of the SCVSDA shall cost \$8.00 per year.
16. The General Dance Program (GDP) Committee shall organize and manage a series of dances intended to serve all dancers in the area who have learned to dance the GDP Level or higher. To accomplish this, the committee shall:
 - a) Schedule these dances on an ongoing basis, year-round, at a rate of at least once per month, and to the extent possible
 - i) on Saturday evenings
 - ii) avoiding conflict with events sponsored by SCVSDA clubs
 - iii) minimizing overlap with other Mainstream, Plus, or newer-dancer dances in or near the SCVSDA geographic area.
 - b) Identify and book appropriate halls for these dances, and provide the Insurance Chair with the information needed to obtain insurance certificates.
 - c) Select callers for these dances who meet all of the following criteria:

- i) Significant experience calling hoedowns at a similar level (e.g., Mainstream, "newer dancer", "vanilla Plus").
 - ii) Willing to learn about and commit to making use of the GDP call list and calling guidelines.
 - iii) Popular among dancers in our area. For the purpose of meeting this criterion, the committee is authorized to select anyone on the most recent list of SCVSDA Top Ten Callers. The committee may make use of other callers with approval of the Board.
- d) Recruit volunteers to manage various aspects of the dances, including dancer check-in, food, solo rotation, decorations, and recognition of new dancers.
 - e) Set the prices for these dances. The committee is authorized to establish, on an experimental or ongoing basis, alternative pricing policies, such as discounts or rebates, based on factors such as, but not limited to, youth, membership in an SCVSDA club, first-time attendance, recency of learning, and attendance at multiple dances. The committee shall record and report, for each dance, the number of attendees participating under each of these policies.
 - f) Provide as minimum decorations an SCVSDA banner, and invite dancers to bring banners representing their clubs.
 - g) Publicize these dances.
 - h) Maintain documents defining and explaining the GDP Level, including the GDP call list and calling guidelines.
 - i) Monitor use of the GDP Level, through such methods as surveying dancers, consulting with callers/instructors, and compiling statistics regarding usage of calls at GDP dances, and propose modifications as they may appear necessary.
 - j) Prepare a budget for upcoming dances and report financial results for dances that have taken place.
 - k) To allow this program to begin the committee is authorized to run a cumulative deficit of no more than \$500 for the first six months of dances.
17. Procedures for writing checks:
- a) The Treasurer may appoint one or more other members of the Board, or with the approval of the Board some other member of the association, to assist him in making payments by check. The Treasurer shall keep the Board informed of who has been so appointed.
 - b) The Treasurer shall be responsible for providing such assistants with blank checks,

keeping track of the numbers of such checks, and retrieving any remaining blank checks when someone is no longer serving in this capacity.

- c) In order to prevent duplication and avoid payments that have not been authorized, anyone writing a check shall first provide notice by e-mail, either directly to their normal e-mail addresses or to a forwarding address set up for this purpose, to all of the Officers and anyone else authorized to sign checks.
- d) No check shall be issued without acknowledgment, either by e-mail in reply to the aforementioned notice or by a written note, from two Officers (or, if the person signing the check is an Officer, from one other Officer). Actual signing of the check by two Officers shall also satisfy this requirement.