

SCVSDA

Standing Rules

16 March 2024

1. The SCVSDA shall not sponsor any benefit dances.
2. The President, prior to SCVSDA meetings, shall furnish an 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. Rules for the "Buckskin":
 - a) Participation is open to all member Clubs and any other club which:
 - 1) agrees to follow these rules;
 - 2) meets the geographical criteria for SCVSDA membership; and
 - 3) meets at least twice per month.
 - b) Each "Buckskin" will be numbered and dated.
 - c) The "Buckskin" must be displayed at all dances of the club currently holding it and at Whing Dings, General Dances, and Jubilee.
 - d) At any dance where the "Buckskin" is displayed, other than Jubilee, any participating club with eight dancers attending, wearing a badge for that club or having other

proof of membership, will be qualified to take the "Buckskin". If more than one club qualifies, a winner will be drawn at random from the qualifying clubs.

- e) 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.
 - f) Each time a club has the "Buckskin", it must burn its club brand or name and date on the "Buckskin".
 - g) The brand or name must not be larger than three (3) inches square.
 - h) It will be up to each club to notify the SCVSDA Secretary when they have the "Buckskin".
 - 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 and on the SCVSDA web site.
9. Dance Prices

The suggested donation for all functions sponsored or co-sponsored by SCVSDA shall be shown in terms of individual dancers; if a per-couple amount is also shown it shall be equal to twice the individual amount. The committee in charge of a particular dance series may offer admission for youth dancers (under age 18) at a lower price.

10. Solo Dancers

All dances sponsored or co-sponsored by SCVSDA shall welcome solo dancers and offer one or more methods to help them participate, e.g., a well-marked area where they can meet to find partners, a solo rotation system, or a recommended protocol for getting into a square without a partner.

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. The Audit Committee shall perform an audit after the end of each Fiscal Year and report to the Board and Delegates by January 1st whether the Treasurer's Reports are generally accurate and free from material misstatement or omission. The audit shall include verification that there is appropriate documentation for transactions and that the records are consistent with the statements provided by financial institutions and with the previous year's audit. The report may include recommendations for improvement.
14. Member clubs of the SCVSDA must pay dues totaling at least \$8.00.
15. 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 an entry level supported by clubs in our area 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 quarter, and to the extent possible
 - i) on Saturday afternoons or evenings
 - ii) avoiding conflict with events sponsored by SCVSDA clubs
 - iii) minimizing overlap with other SSD, 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) Familiar with and committed to making use of the entry level 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, support for solo dancers, 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) Determine what entry level is most commonly used by clubs in our area, and develop a format for the dances in which at least 50% of the tips are accessible to dancers who only know this level.
 - i) Prepare a budget for upcoming dances and report financial results for dances that have taken place.
16. 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.