

STANDING RULES

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## GENERAL

1. Liaison Officer to SDCANC and NCRDTA: The Northern California Square Dancers Association (NCSDA) shall send a liaison officer to the Square Dance Callers Association of Northern California (SDCANC) meetings and a separate liaison officer to the Northern California Round Dance Teachers Association (NCRDTA) meetings that do not require monetary outlay from the NCSDA treasury.
2. Alcoholic Beverages: No alcoholic beverages shall be allowed at NCSDA dances.
3. Display of Club Banners and Buckskins: Delegates may bring their club banners and/or retired Buckskins to any NCSDA dance. Each club is responsible for their own banners.
4. NCSDA Official Outfit: The NCSDA has approved an official outfit to wear to festivals and hoedowns to help promote our Association and Golden State Round Up. a. Skirt and Blouse. Skirt is Royal Blue in any style. b. Blouse is Yellow in any style. c. Accents may be Golden State Round Up Cowboy patches added as desired. d. Apron is optional and may be added as desired.
  - i. White four gore apron scalloped to match ruffle on skirt.
  - ii. Two Golden State Round Up Cowboy patches – one sewn on left and right gore of apron.e. Western style Vest (May be worn by everyone) should be royal blue using the same fabric as the skirt.
  - i. Back of vest may have a Golden State Round Up Cowboy.
5. Principal Callers: Club-Designated Callers for NCSDA member clubs shall be known as Principal Callers.

## ADMINISTRATIVE

1. Hoedown Calendar: Each club should check the NCSDA website when picking a date for a new hoedown to avoid a conflict with another member club's hoedown.
2. Roster Changes: Roster changes shall be submitted to the NCSDA Secretary and the NCSDA President by the Club Delegate.
3. Minutes and Meeting Notices Distribution to member Club Delegates: Distribution of all NCSDA minutes and meeting notices may be emailed to all those who have an email address. For those who do not have an email address, minutes and meeting notices will be sent by U.S. mail.
4. Approval of Standing Committee Chairmen: The Executive Board will with a majority vote approve the Standing Committee chairmen as recommended by the President.
5. Post Office Box: The NCSDA's mailing address is PO Box 23972, Pleasant Hill, CA. 94523. Payment of the Post Office Box renewal is due when notice is received from the Post Office.

## CORPORATE FILINGS

1. Incorporation: The Northern California Square Dancers Association, Inc. was incorporated in the State of California June 2, 1954. NCSDA was recognized as a tax-exempt entity under the Internal Revenue Service code 501(c)(4) - Civic Leagues and Social Welfare Organizations. All the forms listed below can be filed by the Treasurer or the Treasurer may engage a qualified tax preparer to do them.
2. Federal filings: NCSDA is required to file the following forms annually with the IRS:
  - a. IRS Forms 1099 and 1096 – Miscellaneous Income and the Transmittal of Miscellaneous Income
    - i. Filed annually on the calendar year basis.
    - ii. If \$600 or more is paid to any caller, cuer or other independent entity within a tax year.
  - b. Form 990 – Return of Organization Exempt from Income Tax or Form 990T Exempt Organization Business Income Tax Return
    - i. Filed by the fifteenth day of the fifth month after the end of the fiscal year.
    - ii. NCSDA's fiscal year ends June 30, accordingly the return is due November 15.
  - c. Form 990T – Estimated Income Tax Payment. Only required if unrelated business income taxes total \$500 or more. Payments (if necessary) are to be deposited with NCSDA's bank with specified coupon.

3. State filings: NCSDA is required to file the following forms with the State of California:
  - a. Form 199 – Exempt Organization Annual Information Statement
    - i. Filed annually with the California Franchise Tax Board
    - ii. Due by the fifteenth day of the fifth month following the end of the fiscal year.
    - iii. NCSDA’s fiscal year ends June 30, accordingly the return is due November 15.
  - b. Form 109 – Exempt Organization Business Income Return
    - i. Filed annually with the California Franchise Tax Board
    - ii. Due by the fifteenth day of the fifth month following the end of the fiscal year.
    - iii. NCSDA’s fiscal year ends June 30, this form must be filed by November 15.
  - c. Form 100-ES Voucher (Corporate Estimated Tax) Only needed when unrelated income is earned.
  - d. Statement of Domestic Non-Profit Corporation. This form reports the names of the current Association officers. It reports no financial information.
    - i. Filed with the Secretary of State by the Treasurer.
    - ii. Filed biennially by the end of the calendar month of the anniversary date of incorporation. Which is June 30 of any even year.
    - iii. This form may be amended between biennial filings to reflect changes in Association officers.
4. Identification Numbers - FEDERAL TAX ID NUMBER & STATE CORPORATE ID NUMBER. Maintained by the Treasurer.

## **FINANCE**

1. Expenditure or Commitment on Behalf of NCSDA: No member of the NCSDA shall be allowed to make any expenditure or commitment to expend money on the behalf of the NCSDA, without Executive Board approval. No payments or reimbursements shall be allowed for any reason unless written notice of whom and when such was authorized.
2. Past Presidents Receiving Minutes: Upon request by a Past President, electronic copies of General Delegate meeting minutes will be sent.
3. Reimbursement for Attending Council Meeting: The NCSDA will reimburse the following expenses for attending the California Council of Square Dancers meetings:

Association President (or the Representative designated by the Executive Board) Mileage or airfare (whichever is less).

  - a. Lodging – If California Council of Square Dancers’ meeting is: (1) 50 miles or less from the NCSDA President’s home, NCSDA will reimburse no more than \$20 for fuel when presented with a receipt. (2) Greater than 50 miles from the NCSDA President’s home, NCSDA will reimburse for lodging within the guidelines below.
  - b. NCSDA will provide one night’s lodging for meetings between 50 and 150 miles from the NCSDA President’s home OR NCSDA will provide two night’s lodging for meetings if more than 150 miles from the NCSDA President’s home.
  - c. NCSDA will reimburse up to \$100 per night lodging.
  - d. NCSDA will provide one night’s lodging for meetings between 50 and 150 miles from the NCSDA President’s home OR, NCSDA will provide two night’s lodging for meetings if more than 150 miles from the NCSDA President’s home.
4. Membership Chairman - Attendance at the Insurance Training Meeting only. Reimbursement will be the same as for the Association President. NCSDA will evaluate the reimbursement of travel on a case by case basis. Every effort should be made by the NCSDA President and the Association to exercise fiduciary duty in this area.
5. Membership Chairman holding checks: The Membership Chairman shall have two checks made out to California Council of Square Dancers Inc and signed by the appropriate officers at all times. As soon as a check is sent to the California Council of Square Dancers Inc’s elected Insurance Chairman, the proper documentation will be sent to the NCSDA Treasurer.
6. Reimbursement for Bridge Fare: Bridge fare is to be reimbursed to any NCSDA officer that is traveling monthly to Executive Board meetings.
7. Check Signing: No two officers residing in the same household will sign the same check.

## **MEETINGS**

1. Place of General Meeting Fixed: The President or the Executive Board shall fix the place of the General Delegate Committee meetings.
2. Attendance Record at General Delegate Meeting: Delegates and Alternate Delegates shall be noted on the attendance record at each General Committee meeting; Delegates and Alternate Delegates shall sign when the meeting is in person.

## **ADDITIONAL COMMITTEE CHAIRMEN THAT MAY BE APPOINTED BY THE PRESIDENT**

1. Youth Chairman: The President may appoint a Youth Chairman. This Chairman is a go between for the youth square dancers and the NCSDA. This committee chairman shall not have voting rights.
2. Association Dance and Activity Committee: The President may appoint the Association Dance and Activities Committee. When asked, the Association Dance and Activities Committee will coordinate the Stampede dances and/or any other Association sponsored dance excluding the Anniversary Dance. The Association Dance Coordinator may book Callers and Cures for up to 4 (four) years out for the Golden State Round Up. This committee chairman shall have voting rights.
3. Audit Committee: This Committee will be composed of three (3) or more members, shall audit the books after June 30th and prior to July 31st, of the Association and present the report at the August Executive Board Meeting or soon thereafter. The Treasurer shall be present but not part of the Audit Committee. This committee chairman shall not have voting rights.
4. Amendment to Districts and Directors – See Bylaws Article VIII:
  - a. Each district shall select a District Director from members in clubs within that district, as part of the Executive Board elections at the annual May meeting. The process will be by secret ballot for each district, with the NCSDA Secretary responsible for the counting and shredding of ballots. Executive Board President, Vice President, and Treasurer shall be privy to election results.
  - b. In the event there are no candidates, the President is authorized to find a volunteer and appoint that person to the position of District Director. That District's member clubs should approve the appointment.
  - c. District Directors shall serve one (1) year or until their successors are elected. The term shall begin on July 1<sup>st</sup>.
  - d. The District Director shall be responsible for distributing all dance and hoedown information to all district clubs. The District Director shall report the District club's status to the NCSDA.
  - e. The District Director is a Member of the Executive Board and counts in a quorum and is expected to attend Board Meetings.

## **PASSWORDS HELD FOR ASSOCIATION BUSINESS**

1. Any password created for NCSDA business must be known by two NCSDA officers. Every password holder will inform the Secretary of the other officer holding that password.

## **BADGES**

1. Delegate and Alternate Delegate Badges: Delegate and Alternate Delegate badges shall be paid for by the NCSDA and returned to the NCSDA if a member club leaves the NCSDA.
2. Badge Order Approval: NCSDA badges cannot be ordered without the NCSDA Executive Board prior approval.
3. NCSDA Badges: Only the NCSDA President may order Association badges.
4. Incoming Officers Badges: The President-Elect shall order the badges and/or swingers for the incoming elected officers.
5. Golden State Round Up Badges: Only the Golden State Round Up Co-Chairs or NCSDA President may order Round Up badges.

## **DANCES SPONSORED BY NCSDA**

1. BMI/ASCAP Licenses: At least one Caller, Cuer, and/or Prompter for all Association sponsored dances must attest to BMI/ASCAP licensing at the time of contract.
2. Entrance fee: A nominal donation will be asked of all dancers attending all Association sponsored dances (Anniversary, Golden Doors, Sunday Funday and Stampedes) and posted at the door.
3. Complimentary Passes: At all Association sponsored dances (Anniversary, Golden Doors, Sunday Funday and Stampedes) the Principal Callers shall receive a complimentary pass at the door.
4. Stampedes - a. A fifth Saturday dance that is not in competition with the NCSDA stampedes may be permitted in each District. Such a dance must be approved in writing by the NCSDA. b. The President/Vice President with the approval of the Executive Board shall select callers for Stampedes. c. NCSDA Stampedes shall be held on the fifth Saturday of every month that contains five Saturdays unless decided otherwise by the Executive Board. d. Multiple Stampedes may be given on the same date, to be evenly located geographically.
5. Anniversary Dance - The Anniversary Dance will be held on the first Sunday in January that is not part of a holiday weekend.
6. Golden Doors Dance - a. The Golden Doors Dance will be held on the third Sunday in April (unless the third Sunday is a holiday). b. The NCSDA President with the approval of the Executive Board shall select the caller for Golden Doors.
7. Golden State Round Up - a. Golden State Round Up shall be held on the weekend containing the Memorial Day Holiday. b. Golden State Round Up shall have up to four callers as long as it is financially feasible to do so.

## **MEMBERSHIP**

1. General Membership - Every application for NCSDA membership shall be forwarded to the President who shall review it for minimum qualifications and notify the Executive Board for action.
2. Associate Membership - a. Associate members will receive copies of NCSDA Bylaws and Standing Rules. b. Associate members will have access to all the committee assistance that is available to regular members.
3. Expulsion - NCSDA membership may be terminated by a majority vote of the Executive Board for actions including but not limited to failure to adhere to NCSDA Bylaws. Such termination may be appealed to the General Committee by written notice within one (1) month of receipt of termination.

## **BOUNDARIES**

1. Association Boundaries: The boundaries of the Northern California Square Dancers Association are defined in item #2 below.
2. District Boundaries: The NCSDA is divided into four Districts. The district boundaries shall be as follows: a. DISTRICT I. NORTHERN PENINSULA and NORTH BAY AREA (Redwood Empire) Shall include all of Marin, Mendocino, San Francisco, San Mateo and Sonoma Counties. b. DISTRICT II. MOUNT DIABLO AREA Shall include all of Contra Costa County. c. DISTRICT IV. NORTH EAST BAY AREA Shall include all of Napa, Solano and Lake Counties. d. DISTRICT VII. SOUTH EAST BAY AREA Shall include all of Alameda County. NOTE: A club may be in either District II or District VII depending on dance location.

## **Amending Standing Rules**

These Standing Rules may be amended by a majority of the Executive Board of the NCSDA.

## **Guidelines that are a part of these Standing Rules:**

Code of Conduct USDA 6/2005

Codes of Ethics

**Exhibit A** – Buckskin Guidelines

**Exhibit B** – Stampede Guidelines

**Exhibit C** – Anniversary Dance Guidelines

**Exhibit D** – Golden Doors Dance Guidelines

**Exhibit E** – Golden State Round Up Policy

### **Code of Conduct USDA 6/2005**

Square Dancers everywhere are encouraged to comply with an appropriate Code of Conduct that will enhance the public image and the pleasure of the movement to all dancers and non-dancers as well.

Among the unique aspects of this wholesome activity is the attractive attire that is an intrinsic part of the image of the square dance. Accordingly, the wearing of appropriate apparel is as important to the enjoyment of the participants as it is to those watching. Not only should the clothing of the dancer be appealing to the eye, but also functional to the others within the square. It is generally recommended that this includes the wearing of long-sleeved shirts for the men and full or prairie skirts for the ladies as local customs and events may require.

Avoidance of alcoholic beverages both before and during dances is essential to ensure the enjoyment for everyone. A single drink can severely diminish the response time required to execute the intricate moves of the dance. Square Dancing in itself has the capability of providing sufficient exhilaration to warrant abstinence from alcohol on dance nights.

Courtesy to others is important to all times. This includes personal cleanliness, as Square Dancing is an energetic recreation that can be offensive should adequate precaution not be taken.

The welcoming of others into the dance and into the squares is an integral part of the social aspect of Square Dancing. Walking out of a square at any time is considered a severe insult. At the end of the dance, no one should leave the square before thanking everyone who contributed to the joy and the fun of dancing together.

Conforming to the accepted and generally taught hand positions and maneuvers for execution of the movements help to eliminate any uncertainty among the other dancers. Proper styling while dancing is as important to the enjoyment of the Square Dance as is the proper execution of the movements themselves.

Adherence to these guidelines should be encouraged from the very early stages of the beginner's class. The best means of achieving this is through example by experienced dancers and leaders and by the incorporation of ethics into the educational process during the class.

It is felt that through the reaffirmation of these long recognized rules of conduct, dancers everywhere will be reminded of the importance of courtesy, friendliness and personal hygiene. All of these things are an integral part of the Square Dance activity.

### **Code of Ethics**

#### **I. Definition of Ethics**

Ethics is basically defined as rules or standards for governing the relations between people to benefit all concerned, with mutual respect for the needs and wants of all parties involved.

The essence of ethical behavior is:

- A. To conduct all relations between parties in friendliness, honesty and good faith;
- B. To honor fully, in word and in spirit, all agreements, once made; and
- C. To confine any critical comment to a reasoned and temperate discussion of actions and practices.



## **II. Dancer Rights**

- A. Dancers should realistically evaluate their own dancing abilities and dance within those abilities.
- B. Dancers should be aware that some of their dancing habits may be uncomfortable or undesirable to other dancers in the square and should make every effort to avoid such actions.
- C. Dancers should treat other members of the club and its visitors and guests with courtesy, friendliness, and helpfulness. They should assist the less experienced dancers.
- D. Dancers should enthusiastically take part in the activities of any club that extends to them the benefits and privileges of membership and should accept all the responsibilities of a club member.
- E. Dancers should be concerned that the relations of their club with callers, other dancers, and other organizations are conducted in an ethical manner.
- F. Dancers should keep within the club any criticism of the conduct of club members, club officers, or a club caller or teacher. Any such criticism should be offered in a constructive manner.
- G. Dancers who feel they can no longer accept the rules and practices of the club should resign from the club.
- H. Dancers should not wear the badge of a club if they are not members in good standing of the club.

## **III. Ethics for Clubs and Club Officers**

- A. Club officers should have as their primary purpose and concern the welfare of the club and the square dance community as a whole.
- B. Club officers should conduct all club business and honor all club contracts in an ethical manner. An honest effort should be made by the club officers to resolve any problems prior to dismissal of a caller or employee of the club.
- C. Upon change of club officers, the new officers should be made fully aware of any outstanding club commitments. The new officers should consider themselves and the club to be legally and morally bound to fulfill any official commitments made by the previous officers on behalf of the club.
- D. In contractual matters, club officers should assure that all expectations and requirements, such as schedules, fees, expenses, etc., are clearly stated in writing and are understood by all contracting parties prior to signature.
- E. Clubs should plan and sponsor beginner classes to promote and perpetuate the square dance activity. Graduating dancers should be accommodated by the club, or the club should provide information regarding dancing opportunities in the area.
- F. Clubs should assure that visitors and invited guests are informed of club admission policies, such as attire and admission fees, as well as dance levels.
- G. Clubs should discourage "set squares" and cliques, in order to promote the fun and fellowship of square dancing.
- H. Clubs should use officially defined dance levels and should conform with the official definitions of the level.

### **Exhibit A – Buckskin Guidelines**

The Buckskin was created as a means to encourage clubs to visit each other but not for financial gain. It is in that spirit that the following rules have been adopted. The NCSDA encourages participation in the fun of taking the Buckskin.

1. In any of the following rules, a club's total membership shall qualify as one square if the official roster for that club consists of less than one square and bring a copy of their club roster.
2. The club that has the Buckskin must have it displayed at all club dances.
3. All members of a club coming to claim the Buckskin shall wear their club badge or have proof of membership.

4. The club must have a minimum of one square and dance a complete tip. The hosting club Caller will call the level of dance as requested by the visiting club for that tip.
5. The first club with one square, to sign in and be present, will receive the Buckskin no later than 9:30 pm.
6. A club attempting to take the Buckskin from a club must be in the NCSDA.
7. The Buckskin may be claimed only once a night.
8. When the Buckskin is claimed by a club the surrendering club may not return before four weeks to recapture it.
9. Each time the club has the Buckskin they should burn their club brand on it immediately.
10. The brand or club name should not be larger than three inches square.
11. It is the decision of the Executive Board to determine when it is retiring a Buckskin by the NCSDA.
12. The club putting the last brand on the retiring Buckskin will then be given a new Buckskin to put their brand on it to start again.
13. The club who holds the Buckskin may display it beside their club banner at Golden State Round Up, Stampedes, and the Anniversary Dance.
14. It is the responsibility of each club to notify the NCSDA Webmaster when they have the Buckskin.
15. There shall be no charge to club members who come to collect the Buckskin.
16. The Buckskin cannot be claimed during the days between the May NCSDA General meeting and the end of that year's Golden State Round-Up.
17. It is encouraged that the club holding the Buckskin at the time of each Association dance bring the current Buckskin and their club banner to that Association dance for display.
18. The Buckskin may not be claimed at a hoedown.

#### **Exhibit B – Stampede Guidelines**

The President or a person designated by the President shall determine details of Stampedes. A nominal donation will be asked of all dancers attending and the donation amount will be posted at the door.

1. Obtain a hall 6 months in advance of the Stampede.
2. Double rounds and advance tips shall be at the discretion at the president or designated officer. Contact a Caller and Round Dance Cuer confirming time and location.
3. Arrange for local transportation if required.
4. Confirm with treasurer the amount of door change needed.
5. Secure checks from the Treasurer for Caller and Round Dance Cuer fees.
6. If a local caller provides sound, a fee of \$50.00 will be paid.
7. The President or Vice President shall have the following items to record Stampede attendance.
  - a. Current Principal Callers list (obtain from Secretary)
  - b. Change for door sales (obtain from Treasurer)

8. Under NO circumstance shall anybody advertise from the stage. Clubs are encouraged to post banners and flyers in a designated area. Officers and Directors should also display their banners.

9. MAKE NO CASH DISBURSEMENTS FROM THE DOOR RECEIPTS. a. Submit a report to the Executive Board at the next regularly scheduled meeting. The report shall consist of the following: i. Number of door sales, ii. Number of callers, officers and dancers.

1. DUTIES OF STAMPEDE PLANNER: a. Lease/rent a hall 6 months in advance of Stampede. Hall should be able to accommodate crowd expected. b. Double rounds, advance tips and dance level shall be at discretion of the Stampede Planner. c. Contact Caller and Round Dance Cuer confirming time and location. d. Arrange for local transportation if required. e. Make motel or hotel reservations if required. Caller may be housed in a private home if agreeable. NCSDA pays for accommodations if Caller from over 100 miles. Meals are not included. f. Inquire if local caller is to provide sound. Sound person should be met and offered assistance, if needed, the night of the Stampede. g. Cash receipts and disbursements; 1. Secure check from the NCSDA Treasurer for \$100.00, one month in advance for the following expenditures: i. \$70.00 for door change ii. \$30.00 for refreshments if not donated. (Coffee and other refreshments to be available for the dancers.) 2. Secure checks from the treasurer for Caller and Round Dance cuer. 3. Sound fee of \$50.00 will be paid to a local caller who will provide sound for an out of town caller, if necessary. h. Obtain certificate of insurance.

2. The President shall have the following items to record the Stampede attendance: a. Current Principal Callers list (obtain from Secretary); b. Change for door sales (\$100.00); c. Registration sheets, Callers, NCSDA Executive Board and Door Sales; d. Reconciliation Sheet; e. It is advisable to retain all attendance sheets for six (6) months in the event of a damage suit where attendance must be proven. Return sheets to Treasurer.

3. The Stampede Planner and assistants shall submit a report to the NCSDA Treasurer within seven (7) days after the Stampede. The report shall consist of the following: a. Number of door sales and b. Number of callers, officers and delegates. Convert all cash into a check prior to returning to the NCSDA Treasurer. c. If rent has not been prepaid, obtain an invoice for the hall and give it to NCSDA Treasurer. Invoice should be made out to the NCSDA. d. MAKE NO CASH DISBURSEMENTS FROM THE DOOR RECEIPTS.

4. Enlist other Directors and Delegates to ensure everyone has an opportunity to enjoy the dance.

5. The Stampede Planner may elect to have an officer make the introductions and announcements of Callers, Round Dance Team and others that need to be recognized. This should be decided before the Stampede.

6. Under NO circumstance shall anybody advertise from the stage. Clubs are encouraged to post banners and flyers may be placed in a designated area. Officers and Directors should also display their banners.

7. WARNING - DO NOT ADD WAXES, POWDERS ETC. to any floor.

8. Make final THANK YOU'S.

### **Exhibit C – Anniversary Dance Guidelines**

The Anniversary Dance will be held on the first Sunday in January that is not part of a holiday weekend. The NCSDA President shall be the Chairman. The Principal Callers of NCSDA shall be invited to be the callers. The NCSDA President, with the approval of the Executive Board, shall select the Cuer. A nominal donation will be asked of all dancers attending and the donation amount will be posted at the door.

#### 1. President's Duties:

a. Six months in advance of dance: Lease/rent a hall. Hall should be able to accommodate the crowd expected.

1. Contact Membership Chairman to obtain Certificate of Insurance.

2. Choose a caller to MC the dance (usually the Program Chairman from the most recent Golden State Round Up)

3. Select a Cuer, if so desired. (Usually the Round Dance Chairman from the most recent Golden State Round Up)

4. Give Publicity Chairman information to prepare flyers & advertising of dance

- b. One to two months in advance of dance: 1. Ask MC or one of the Callers of NCSDA to provide sound. 2. Prepare contracts for the Callers of NCSDA and Cuer.
- c. Two weeks in advance, contact Callers and Round Dance Cuer confirming time and location of dance.
  - 1. The President shall make the introductions and announcements of Callers, Round Dance Team, Officers and Directors, and others that need to be recognized. These introductions and announcements should be decided before the dance starts. Under NO circumstance shall anybody advertise from the stage except for the Golden Doors dance, Golden State Round Up and any upcoming Stampedes or NCSDA dances.
  - 2. Officers and Directors should also display their banners.
  - 3. Make final THANK YOU'S.
- 2. Treasurer's Duties: a. Prior to dance, prepare cash box with \$100 in door change b. Have the following items at the dance to record the attendance.
  - i. Registration sheets for Callers, NCSDA Executive Board, and Door Sales. (It is advisable to retain all attendance sheets for six (6) months in the event of a damage suit where attendance must be proven.)
  - ii. Checks to be issued at the dance for the following expenditures: 1. Dinners for the Callers & Cuer 2. Sound fee of \$50.00 will be paid to the caller who provided sound.
  - c. Submit a report to the Executive Board at the next regularly scheduled meeting. The report shall consist of the following:
    - i. Number of door sales,
    - ii. Number of callers, officers and dancers.
- 3. MAKE NO CASH DISBURSEMENTS FROM DOOR RECEIPTS.
- 4. WARNING - DO NOT ADD WAXES, POWDERS ETC. to any floor.

**Exhibit D – Golden Doors Dance Guidelines**

The Golden Doors Dance will be held on the third Sunday in April (unless the third Sunday is a holiday). The President shall be the Chairman. The President, with the approval of the Executive Board, shall select the caller(s) for Golden Doors. A nominal donation will be asked of all dancers attending and the donation amount will be posted at the door.

- 1. President's Duties:
  - a. Six months in advance of dance:
    - i. Lease/rent a hall. Hall should be able to accommodate crowd expected.
    - ii. Contact Membership Chairman to obtain Certificate of Insurance.
    - iii. Select one or two callers to be on program.
  - b. One to two months in advance of dance:
    - i. Prepare contracts for Caller(s).
    - ii. Give Publicity Chairman necessary information for flyers and advertising.
    - c. Dance Program shall be at the discretion of the President.
    - d. Contact Callers confirming time and location two weeks in advance of the dance.
    - e. The President shall make the introductions and announcements of Callers, Round Dance Team, Officers and Directors, and others that need to be recognized. These introductions and announcements should be decided before the dance starts. Under NO circumstance shall anybody advertise from the stage except for the Golden State Round Up and any upcoming Stampedes or NCSDA dances.
    - f. Officers and Directors should display their banners.
    - g. Make final THANK YOU'S.
  - 2. Treasurer's Duties:
    - a. Prior to dance, prepare cash box with \$100 in door change
    - b. Have the following items at the dance to record the attendance.
      - i. Registration sheets for Callers, NCSDA Executive Board and Door Sales. (It is advisable to retain all attendance sheets for six (6) months in the event of a damage suit where attendance must be proven.)
      - ii. Reconciliation Sheet.
      - iii. Checks to be issued at the dance for the following expenditures:
        - 1. Issue checks for callers
        - 2. Sound fee of \$50.00 will be paid to a caller who will provide sound.
  - 3. MAKE NO CASH DISBURSEMENTS FROM THE DOOR RECEIPTS.
    - a. Submit a report to the Executive Board at the next regularly scheduled meeting. The report shall consist of the following:
      - i. Number of door sales,
      - ii. Number of callers, officers and dancers.
- 5. WARNING - DO NOT ADD WAXES, POWDERS ETC. to any floor.

**Exhibit E – Sunday Funday Dance Guidelines**

The Sunday Funday Dance will be held on the third Sunday in September that is not part of a holiday weekend. The NCSDA President shall be the Chairman. The NCSDA President, with the approval of the Executive Board, shall select the Caller. A nominal donation will be asked of all dancers attending and the donation amount will be posted at the door.

1. President's Duties: a. Six months in advance of dance: i. Lease/rent a hall. Hall should be able to accommodate the crowd expected. ii. Contact Membership Chairman to obtain Certificate of Insurance. iii. Prepare contracts for the Caller. iv. Give Publicity Chairman information to prepare flyers & advertising of dance. b. Two weeks in advance, contact Caller confirming time and location of dance. c. The President shall make the introductions and announcements of Callers, Officers and Directors, and others that need to be recognized. These introductions and announcements should be decided before the dance starts. Under NO circumstance shall anybody advertise from the stage except for the Golden State Round Up and any upcoming Stampedes or NCSDA dances. d. Officers and Directors should display their banners. e. Make final THANK YOU'S.

2. Treasurer's Duties: a. Prior to dance, prepare cash box with \$100 in door change b. Have the following items at the dance to record the attendance. i. Registration sheets for Callers, NCSDA Executive Board, and Door Sales. (It is advisable to retain all attendance sheets for six (6) months in the event of a damage suit where attendance must be proven.) ii. Checks to be issued at the dance for the caller and any other approved expenditures.

3. MAKE NO CASH DISBURSEMENTS FROM DOOR RECEIPTS. a. Submit a report to the Executive Board at the next regularly scheduled meeting. The report shall consist of the following: i. Number of door sales, ii. Number of callers, officers and dancers.

4. WARNING - DO NOT ADD WAXES, POWDERS ETC. to any floor.

#### **Exhibit F – Golden State Round Up Policy**

##### Article I

1. The Golden State Round Up Committee is a Standing Committee of the Northern California Square Dancers Association and shall be subordinate to the NCSDA Executive Board as long as each office is filled. There shall be Co-Chairs as part of the Committee and Co-Chairs are the Chairman of Golden State Round Up planning and implementation. If there is not an active Vice President on the Executive Board of any year, the Co-Chairs or Chairman of Golden State Round Up fills that position and has an Executive Vote on the Board.

2. The weekend containing the Memorial Day Holiday shall be known as the Golden State Round Up Weekend.

##### Article II

1. All contracts, written or verbal, must be approved by the Co-Chairmen, and then sent to the Executive Board for final approval.

2. The Round Up shall have featured callers as approved by the NCSDA Executive Board.

##### Article III

1. There shall be an Advisory Committee composed of Past Round Up Chairmen and NCSDA Officers. There shall be a minimum of 3 active Past Round Up Chairmen. If less than three agree to serve, the President shall appoint replacements subject to Executive Board approval.

2. The NCSDA President shall become Advisor following the Round Up.

3. Should the Round Up Co-Chairmen Committee be unable to continue as Co-Chairmen Committee the President and the Executive Board will assume the duties of the Co-Chairmen, or the Executive Board may appoint another group of Chairmen.

##### Article IV

1. The Co-Chairmen Committee should present for the Executive Board approval, Key Committee Chairmen at the July meeting. The Key Committees are: Program Chairman, Round Dance Chairman, Pre-Registration Chairman, Registration Chairman, Hospitality, Facilities Chairman, Vendor Chairman, Wagon Master.

#### Article V

1. The Executive Board must approve any expenditure of \$50.00 or more over the budget.
2. Only contracted expenses and fees shall be paid for Featured Callers, Featured Round Dance Team, Program Chairman, and Round Dance Chairman.
3. The Treasurer shall prepare a written financial report as soon as possible after the Round Up to be presented to the NCSDA and then filed for audit.
4. The tax preparer shall prepare 1099 IRS Forms for those receiving over \$600.00 income during the tax year.

#### Article VI

1. Registration fee and closing date should be approved by the Executive Board 12 months prior to the Round Up.
2. Registration fee may be waived for Principal Callers/ Cuers and programmed Exhibition Groups for the weekend.
3. Program Chairman and Round Dance Chairman shall receive three (3) nights lodging provide they are not members of the Executive Board.
4. No expenses or fees shall be paid to any participants, singly or in groups except the registration fee shall be waived for NCSDA Past Presidents and Round Up Committee Co-Chairmen.

#### Article VII

1. Square dancing shall be programmed at CALLERLAB levels.
2. All material such as flyers, correspondence, and any other pieces of written material to be distributed should be printed on goldenrod paper.
3. There shall be a printed Round Up program distributed at no charge.

#### Article VIII

1. Fee for Early Bird ribbons, if offered, shall be approved by the Executive Board. They shall be limited to All Event ribbons and sold only during the Round Up weekend of the preceding year.