

**QUICK GUIDE TO COUNCIL  
FOR THE  
NEW AFFILIATE PRESIDENT**

**CALIFORNIA SQUARE DANCE COUNCIL, INC.**



## **Welcome to California Square Dance Council**

It is the pleasure of the California Square Dance Council to welcome you aboard and look forward to your participation in our organization. The intent of this booklet is to provide you with a thumbnail sketch of what Council is about and make your first Council meeting a rewarding and enlightening experience.

You as an Affiliate President and the other Affiliate Presidents make up the Board of Directors. Each President representing their respective affiliate has one vote. The rest of the members seated around the tables make up the elected Board; they have no vote.

You will receive a variety of items from the Council meeting for you to take back to your organization to act upon or distribute within your affiliate as necessary. We hope you will find the meetings enlightening and educational.

Prepared by the

Leadership & Education Committee  
Updated 5/2/2009

## **Council Minutes**

As incoming President, you should receive a package approximately 45 days prior to the quarterly council meeting date, from the Council Secretary. This packet will contain the information as outlined below:

1. An invitation letter from the hosting Affiliate, with date and location of meeting
2. Agenda for the upcoming meeting
3. Updated council roster
4. A list of recognized publications
5. Minutes of the previous meeting
6. President's "To Do" list (if required)

To insure that you get your package, it is important the Secretary have your name, address, phone number, and e-mail address. The outgoing President of your Association (Affiliate) or Area Vice President should provide that information to the Secretary.

A budget balance sheet will be sent to you by e-mail about a week before council. You will need to print this out and bring it with you for discussion.

If you are having any problems getting this information, contact the Area Vice President; they will assist you.

## **Affiliate President's Resource Guide**

At one time, it was called the President's Binder; however, the Board of Directors voted not to continue it as the material was outdated and it became very costly to print. Because of this, the Affiliate President's Resource Guide, as it is now known, is located on Council's website at <http://www.squaredance.org>. These documents can be printed out as needed to update an existing guide or to make up a new guide. The website provides an index for your reference.

This website will provide you with a comprehensive set of guidelines that will be helpful in participating at Council meetings. This information can also be helpful to you for use at your Affiliate meetings.

## **Hospitality Room**

The Hosting Affiliate of the quarterly meeting may set up a hospitality room. This is usually located in the hotel as the council members are staying. The hospitality room is a wonderful place to meet Affiliate officers from around the state and exchange ideas.

The hospitality room is normally open all of Friday evening and various times on Saturday. The room is staffed by the hosting Affiliate members, under the guidance of the Affiliate President. Several committee meetings will be going on Friday evening in various locations so the faces and names can change quite frequently. Everyone is welcome and encouraged to come in and enjoy the food and company.

## **President's Meeting**

The President's meeting is held at 8:00 A.M. on Saturday morning prior to the main Council meeting. The meeting place is most often posted in the hotel lobby and/or the hospitality room.

The purpose of this meeting is to go through the Council meeting agenda to ensure that everything is covered and any surprises will be addressed. If you, as an Affiliate President, have any issues, or concerns from your area that are not on the agenda, this would be the time and place to bring it up for consideration.

New Presidents will be introduced during this meeting. All Affiliate Presidents should attend.

## **Council Meeting**

Council meetings are held on the second Saturday of February, May, August, and November. The main Council meeting will start at 10:00 A.M. and runs until 3:00 or 4:00 P.M. with a lunch break on Saturday of Council weekend. The tables will be arranged in a large "U" shape. Affiliate Presidents and other officers are seated on the sides of the "U" and the base of the "U" is for the President, Parliamentarian, Secretary, Treasurer and hosting Affiliate President.

Each Affiliate President will have a nameplate and folder with their Affiliate's name for seating purposes at the table. All seated Presidents, officers and head table will face the center of the room. Guests will be seated in the center of the "U", better known as the "Peanut Gallery".

The materials in the folders are yours to take with you and share with your Clubs and their members. Please remove all materials from the folder and leave the folder on the table for use at the next Council meeting.

Any material you may have for general distribution that should be included in the folders, examples: flyers, special invitations to your festival, place it in the Public Relations Director's box, which will be located in the hospitality room on Friday evening. A minimum of 50 copies of your material are required to be submitted so that all folders receive your material.

All input to Council meeting proceedings is done using the microphones. This enables the Secretary to record accurate minutes through the tape recorder. The entire meeting is voice taped, so please use the "mike" when you want or need to speak.

## **Committee Meetings**

Committee meetings are usually held on Friday evening before the Saturday general Council meeting to finalize on-going business. A list of scheduled meetings is normally provided upon check-in, at the hotel registration desk. If not, it may be found posted in the hotel lobby and/or the hospitality room.

New Presidents are not normally assigned to a committee until they are more familiar with Council with the exception of the Dancers Promotion Committee. Committees are an essential part of Council and Council Members will be genuinely pleased when you can participate.

## **Bylaws Committee**

The Bylaws Committee reviews the Bylaws and Standing Rules yearly for needed changes, reviews all suggested changes submitted from the Council floor, and makes recommendations on the proposed changes to the Council at the February meeting. These documents are included in your Presidents Guide Book, and are also online at the Council website. You as a new President may submit and recommend proposed changes.

## **Convention Advisory Committee**

The Convention Advisory Committee is made up of Past California State Square Dance Convention Chairmen. The committee makes recommendations to Council on the suitability of future convention sites. They also advise the current and future convention chairmen on policy and other issues that may arise.

## **Finance & Budget Committee**

The Finance & Budget Committee is responsible for developing a budget and making a recommendation to Council for approval. They review the investments of Council on a regular basis and make recommendations on improvements, which would increase the performance of the investments.

## **Dancer Promotions Committee**

Promoting Square Dancing is our most important function whether it is at the Club level, Association level or the State Level. It also includes subcommittees for Webmaster, Progressive Squares, Friendship Badge, and Golden Dancer Program.

We are all here to help one another. This is a forum for the affiliates to discuss different topics regarding square dancing promotion. Please feel free to share what you are doing in your association. If you would like assistance promoting your activities and would like additional promotional ideas, contact the Promotions Committee person at Council. They will be most happy to help.

The meeting of the Promotions Committee is held at 9:00 A.M. on Saturday. All seated Presidents of Affiliates are members of this committee and EVERYONE at the council meeting and area square dancers are invited and encouraged to attend.

## **Leadership & Education Committee**

This Committee is responsible for maintaining this booklet and making recommendations on changes to the *“Affiliate President’s Resource Guide”*, *“How To for Dancers Booklet”*, and the *“How To for Festivals Booklet”*. Each of these documents can be downloaded from the Council website.

Everyone has good ideas that could benefit dancers everywhere. If you or any dancers in your Association have ideas that could promote the betterment of Square Dancing for everyone, you should talk with the Leadership/Education Committee.

## **Publications Review Committee**

The Publications Review Committee reviews all documents published by Council. They review the documents for correct spelling, grammar, and other clerical errors before Council approves them for publication.

## **Youth Advisory Committee**

Young dancers today are our Club dancers of the future and we have an Advisory Committee to coordinate this important part of our activity. They have developed promotional materials and programs to help further our Youth's involvement in square dancing. An important part of this is the Youth Scholarship Program. One youth square dance applicant is chosen each year to receive a Scholarship to help further their education. If your Affiliate is interested in starting or renewing such a group, the Committee can offer you some valuable information to help make this a reality.

## **Council Affiliate Past Presidents Group**

Another group you will hear about is the Past Presidents Group. It is composed of Past Affiliate Presidents and is part of the Board of Directors with one vote. You will be asked to join this group when your term as an Affiliate Representative has been completed. They hold a meeting on Friday night before the Council meeting to discuss and vote on the issues presented in the Council meeting agenda.

## **Council Insurance Program**

The Insurance Director is an elected officer and is responsible for maintaining an insurance program for Council and all of its Affiliates. The insurance policy provides facility liability insurance for member Clubs/Affiliates and secondary accidental medical insurance for member dancers. If you have any questions concerning the insurance program, contact the Insurance Director for further information.

## **For the Betterment of Square Dancing**

During the Council meeting, each affiliate will be afforded the opportunity to tell about the activities that your Affiliate/clubs have been doing in the last three months to promote square dancing. Examples of this could be dancing at the local fair or at a street dance, participating in a parade, holding a fundraiser for cancer, or performed a demonstration dance for outside groups or organizations. Since they are looking for activities that happen in the last three months, you may not always have something to share.

## **Badges**

Badges are worn as a form of identification and recognition to let other dancers know who you are and what organization you represent. The California Square Dance Council, Inc. badge is easily recognizable throughout the state.

It is considered a courtesy for the retiring President of your Affiliate to order State Council badges for the incoming Presidents; however, this is sometimes overlooked. If you require a badge, it can be ordered through the Public Relations Director for a small charge.

## **Council Ethics**

If you have been assigned to a committee and a meeting is scheduled for Friday evening, please be on time. Other committee members may have additional meetings to attend and time is important. If you have no desire to be on a committee, you should not accept the assignment.

Be attentive at meetings. Refrain from side conversations that disrupt others who are trying to hear. Unnecessary chatter causes confusion and needlessly prolongs the meeting.

Offer your ideas and comments on specific topics after being recognized by the committee Chairperson or President.

Any criticism should be offered in a positive and constructive manner whether it is towards an individual, a group of people, or a suggested project. Remember, you and your ideas are important and may make a difference.

Be positive in your thoughts and actions regarding other people's efforts and productivity. Offer a helping hand if you can and participate with enthusiasm to complete any given project.

Courtesy, friendliness and helpfulness are the keys to a productive and enjoyable Council weekend. Treat others as you would like to be treated. This attitude is what builds strong bonds with everyone.

### **Keep in Mind:**

**If you are too busy to be nice, you are too busy.**