

HOW TO



FOR DANCERS

CALIFORNIA STATE SQUARE DANCE COUNCIL

Prepared and Published by

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THE HISTORY OF SQUARE DANCING

Reprinted from - 25th National Square Dance Convention Booklet (1976)

EARLY AMERICAN FOLK DANCES BEGAN OVER 200 YEARS AGO

Square dancing, the American Folk Dance, is not an American invention, but is a combination of many dances. Mainly the Morris dances which were English, yet believed to have originated from the Moors before the year 1450 and French Contras mated to the French ballet. There are remnants of the minuet, German Landler, Polish Polka, and Austrian Waltz, a variety of quadrilles as well as the Schottische, and dances of the Mexican court. All of these combinations were danced as one during and before the Revolution of 1776. From the first Colonists, people wandered to parts unknown, taking their customs with them. Dancing and singing, their music can be traced. Thus, you find the Appalachian dance in the American Southwest, Middlewest, Oklahoma, and Texas. In Texas, it took on a two-step which probably came from Spain by way of Mexico. All of these, with variations, can be considered true square dancing with the addition of the square, or group of eight people.

Mr. & Mrs. Henry Ford were dancers and promoted dancing by building a hall with a teakwood floor and hired Ben Lovett to teach and keep records in book form. One young fellow in Colorado named Lloyd Shaw, read this book and found the full story was not there and did additional research, found in the mining camps and farming communities -- a real American folk dance. So enthralled with square dancing, Lloyd Shaw conducted classes. These people taught others in their own communities and set up classes and clubs.

World War II caused a movement of people to big cities that hungered for entertainment and found it in Western music and, of course, square dancing. Record companies, seeing the desire of the people, served well and were pleased with profits.

In California, the need for organization of the clubs took form in associations. These associations set rules of dress and conduct as well as negotiating for public facilities, such as halls and schools for square dance clubs to dance in. The rest of the country followed California's example because these associations did such a great job of protecting and promoting square dancing.

Not to be overlooked are the callers. They are a very important part of what square dancing is today. There are some very fine callers associations that always strive to up-grade square dancing. This is done by introducing new steps, modern music, and always keeping dancers in mind by holding their interest. One new step is introduced each month. Instead of "turkey in the straw" type music, the music we hear today is played and calls are adapted to it for square dancing. Callers and dancers alike are getting school boards and even colleges to teach square dancing in physical education classes. Believe me, in these times, educational administrators welcome an inexpensive approach to exercise of the mind and body that is fun. The answer to that is square dancing. Last, but certainly not least, is Round dancing. Round dancing is perhaps a little more refined type dance that is for the man and woman alone, but done in a large circle of other couples, each doing a set pattern of steps as a couple, very much like ballroom dancers. It is a very beautiful and colorful display that is second to none. When we say "...going to a square dance," it is always automatic to have round dancing every other dance. So with your girl you dance with eight people in a square, then with your gal alone in a round dance. It is small wonder people are becoming enthralled with square dancing because they have a closeness that is rare in most other groups. Where can they get so much for so little, but in square dancing.

Picture here

THE INTRICATE EUROPEAN FOLK DANCE
SLOWLY EVOLVED INTO SIMILAR MOVEMENTS
AND PATTERNS

<p>ENGLISH COTILLION</p>	<p>SPANISH</p>	<p>PIONEERS</p>
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NEWS

U.S. Postal Service Washington, DC 20260

For further information call 202 - 245-4962

FOR IMMEDIATE RELEASE
Thursday, March 9, 1978
(With one photo)

PHILATELIC RELEASE NO. 9

DANCE STAMPS TO BE ISSUED APRIL 26, 1978

The block of four 13-cent commemorative stamps featuring four forms of American Dance will be issued April 26 in New York City, the U.S. Postal Service announced today.

The first day issue ceremony for the Dance stamps will be one of the events marking the observance of "National Dance Week" April 24 through April 30, and will take place at Lincoln Center.

These will be the first U.S. Commemorative Stamps featuring "Dance" and thus highlighting its contribution to the National Culture. The forms of dance depicted on the stamps are ballet, theater, **folk** and modern.

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FOLK DANCE

Many of the dance steps and terminology incorporated into America's folk dances were brought from Europe by early emigrants. Borrowed bits from foreign dances such as French quadrilles, Irish jigs, English reels, and Spanish fandangos have blended with American customs into our own uniquely American square dance which has been with us since the days of the early pioneers. During the day, early settlers gathered together for barn raisings, quilting bees, and weddings in isolated areas throughout the sparsely settled West. At night, they would crowd into a barn, and dance half the night as someone fiddled a rollicking "Turkey in the Straw" hoedown. Today, spacious dance floors overflow with lively dancers of all ages performing the ever-popular square dance. The old time fiddler and live musicians have been largely replaced by special square dance recordings of current and traditional tunes. Square dancing, old style or modern, is performed to a wide variety

of rhythmic tunes, by sets or squares made up of four couples whose movements are directed by a *caller*. The caller chants, says, or sings the square dance calls. Many basic calls, such as *promenade, form a star, grand right and left, swing your partner,* and *ladies chain* are common throughout the country. New, more complicated steps keep the square dance constantly changing, challenging, and fun. Although enjoyable to watch, square dancing is not a spectator activity. So, "Wipe off your tie, pull down your vest and dance with the one you love the best."

96 STAT. 104 PUBLIC LAW 97-188--JUNE 1, 1982

Public Law 97-188
97th Congress

Joint Resolution

June 1, 1982
(S. J. Res. 59)

Designating the square dance as the national folk dance of the United States. Whereas square dancing has been a popular tradition in America since early colonial days; Whereas square dancing has attained a revered status as part of the folklore of this country; Whereas square dancing is a joyful expression of the vibrant spirit of the people of the United States; Whereas the American people value the display of etiquette among men and women which is a major element of square dancing; Whereas square dancing is a traditional form of family recreation which symbolizes a basic strength of this country, namely, the unity of the family; Whereas square dancing epitomizes democracy because it dissolves arbitrary social distinctions; and Whereas it is fitting that the square dance be added to the array of symbols of our national character and pride: Now, therefore, be it
Resolved by the Senate and House of Representatives of the United States of America in Congress assembled, That the square dance is designated the national folk dance of the United States of America for 1982 and 1983.

National folk
dance
designation.

Approved June 1, 1982.

LEGISLATIVE HISTORY - S.J. Res. 59:

CONGRESSIONAL RECORD:

Vol 127 (198) Sept 23, considered and passed Senate.
Vol 128 (1982) May 11, considered and passed House, amended.
May 19, Senate concurred in House amendments.

CHAPTER 1645

An act to add Section 421.5 to the Government Code, relating to state dances.

[Became law without Governor's signature. Filed with
Secretary of State, October 1, 1988.]

LEGISLATIVE COUNSEL'S DIGEST

SB 2460, Kopp. Official state dances.

Existing law designates an official state flower and an official state tree, among other things.

This bill would designate the West Coast Swing Dance as the official state dance.

This bill would designate the Square Dance as the official state folk dance.

The people of the State of California do enact as follows:

SECTION 1. The Legislature finds and declares, as follows:

(a) West Coast Swing Dancing, also known as Swing, Whip, or Jitterbug, came into being in the early 1930's in response to new musical forms then sweeping the land. It was created at the grassroots level of our people. Devotees of this art come from every conceivable ethnic, religious, racial, and economic background. Age is no factor, nor is gender. Among the ranks of swing dancers, one can find judges, schoolteachers, lawyers, waitresses, salesmen, doctors, students, and so on.

West Coast Swing Dancing is an intricate dance, requiring a great deal of coordination, good timing, and intelligent application. It is a healthy and joyful activity that belongs to all our people. They created it, they nurtured it, and they have kept it alive.

West Coast Swing is an American dance which is danced to American music. It originated in California and is danced in competition nationally and internationally.

(b) Square Dancing is the American folk dance which is called, cued, or prompted to the dancers, and includes squares, rounds, clogging, contra, line, and heritage dances.

The Square Dance has a long and proud history. It is an exciting art form that is truly an original of our country, and has been danced continuously in California since "Gold Rush Days."

As our state's population has grown, so has the square dance activity. California leads the nation with more than 200,000 residents square dancing weekly. It conforms to our ever changing lifestyles and appeals to people of all ages, races, and creeds. Class distinction is forgotten when people join together to enjoy the true fellowship of the Square Dance.

SEC. 2. Section 421.5 is added to the Government Code, to read:

421.5. (a) West Coast Swing Dance is the official state dance.

(b) The Square Dance is the official state folk dance.

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WHY ORGANIZATIONS

Square Dancing has become a very important form of recreation to many people. It has to compete with a great number of other forms of entertainment available to the average person today. In order to do this, it requires much planning and working together of many groups who are dancing. The sharing of responsibilities will help to remove any objectionable features, friction, and jealousy between groups. It can also help the promotion and development of the dance movement in any given area. It is a known fact that many people working together can accomplish more than the same people working separately in small groups.

The individual square/round/clogging clubs have the responsibility of developing, maintaining and supporting good Area and State Associations. They can only do this by electing interested and responsible leaders, good representatives and delegates who will attend meetings and express their ideas for the best interests of the total square dance movement. Some of the benefits returned to the clubs would be: a publication or newsletter that would serve as a basis for passing needed information to all involved organizations and dancers; a cooperative schedule and calendar of dances and other activities; a much better understanding of the total square dance activity in the State and on the National and International level; educational seminars; much better relationships with other members of the square dance family; and a financial and working organizational structure to enable the conduct of festivals, large conventions and other related events.

Capable and experienced dancers are needed to serve as delegates in Area and State Associations. These Associations must draw together the representatives into one cohesive, compatible working group. These representatives must bring with them ideas and experience to relate to the others, which may spark a new operational trend or establish new ideas for fun and fellowship.

The Area Festivals and State Conventions enables dancers, leaders, callers, cuers, and instructors to associate with others and learn from this group association. It brings all dancers and leaders together for a common cause - fun and fellowship and the promotion and perpetuation of our square dance hobby. The workshop portion is helpful to many dancers in keeping up with the latest new dance figures, and the educational seminars and panel discussions should help educate dance club officers as well as the dancers.

Who organizes and controls the operation of the Area and State Association?
YOU DO! Who benefits from the Associations? YOU DO!

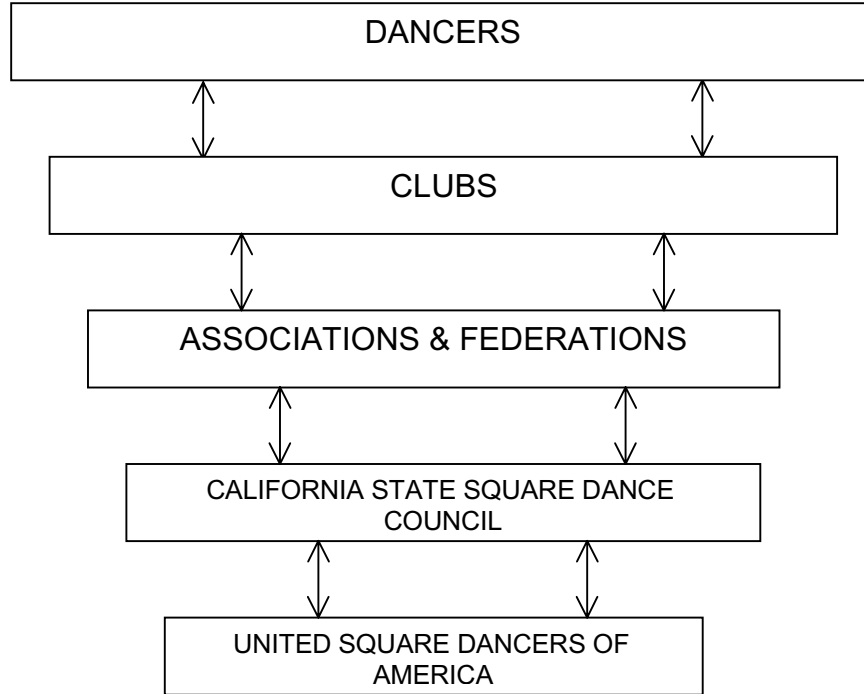
Apparently, they are YOUR Associations, please take care of them!

SQUARE DANCING IS "FRIENDSHIP" SET TO MUSIC

UNITED SQUARE DANCERS OF AMERICA

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STRUCTURE OF ORGANIZED SQUARE DANCING



In this diagram of the **STRUCTURE OF ORGANIZED SQUARE DANCING** you will note that the dancers are the largest unit in the diagram. Your club has dancers who have volunteered to be officers to carry on the business of your club and also to represent your club at Association meetings; however, in some Associations the individual clubs are represented by an elected District Director whose responsibility is to relay and present information and ideas between the clubs and Associations.

The Associations are composed of volunteers from clubs that perform basically the same duties as club officers except on a larger scale; one of which will be that of a representative on your behalf at California State Square Dance Council, for the purpose of relaying and presenting information and ideas for the benefit of the dancers. There are 19 Associations and Federations throughout the state that are members of California State Square Dance Council. State Council is a focal point for suggestions, recommendations, and discussions regarding square dancing throughout the State. Council's representative is then obligated to present the thoughts of dancers in the State of California to the meetings of United Square Dancers of America.

Though you, as a club member, may feel that you are insignificant, your suggestions and questions through the structure of organized square dancing will reach individual dancers throughout the United States.

CALIFORNIA SQUARE DANCE COUNCIL

The California Square Dance Council can trace its heritage back to 1950, when the City of Santa Monica began planning its "Diamond Jubilee." The City Fathers contacted Bob Osgood, of Square Dancing Magazine, "Sets-in-Order," to help in organizing and directing an enormous street square dance as part of the Jubilee festivities. Bob formed a committee of seven local square dance association Presidents; they held a kick-off meeting at the Miramar Hotel in Santa Monica. The "Santa Monica Diamond Jubilee Square Dance" had an attendance of more than 15,000 dancers and 32,000 spectators; not a bad beginning!

Working together proved so successful, a decision was made to form a group of current association Presidents to meet periodically to discuss items concerning the square dance activity. At a dinner and business meeting held in South Pasadena in August of 1950, the group was named, "The Council of Square Dance Associations of Southern California." Informal meetings were scheduled quarterly with minimum emphasis on organization.

The Council would have no authority to make decisions regarding member associations; but would act as a clearing house for ideas, a solid front to present joint activities and to combat anything that might impair the future of square dancing in the area. The basic concept for creation of Council was that a group of associations, acting as a body, could do more for the square dance activity than one association working alone.

At the October 1952 meeting in Fullerton, California, hosted by South Coast Square Dance Association, a permanent secretary was appointed. Her duties were to attend meetings, handle correspondence, act as a source of information – i.e., dates for Festivals to prevent overlap, etc. The host association secretary would assist in taking minutes of the Council meeting. Council had no elected officers.

As enthusiasm for square dancing continued to increase, new associations were formed in California. The May 1956 Council meeting, at Williams Barn in San Marcos, was hosted by Palomar Square Dance Association; at this meeting a decision was made to schedule a meeting of Council members during the June 1956 National Square Dance Convention at San Diego, to discuss the feasibility of inviting Northern California associations to join Council.

The Convention meeting was a success, and Northern California Square Dance associations were invited to join and confirm the name "The Council of Square Dance Associations of California." Council now covers the entire State of California.

Council continued to operate without elected officers for another fifteen years. Local associations took turns hosting quarterly meetings, with the host area President serving as Chairman. During this time, local associations made bids to host the annual California State Square Dance Conventions, each put on with local volunteers. Council provided limited guidance in the production of these early State Conventions.

Council was incorporated in 1971 and the name changed to "California Square Dance Council, Inc." Under the new organization, meetings are conducted by elected officers: President, four area-Vice Presidents, Council Secretary, Treasurer, Public Relations Director and Historian. All committees function under directives from the voting member of Council, i.e., elected officers, association Presidents and Past Presidents Representative. Council activities include Publicity/Promotion, State Conventions, Education Programs, group insurance to members, hosting National Square Dance Conventions, and other projects.

Associations take turns hosting quarterly Council meetings. Past association Presidents, representatives of square dance publications, and others are invited to attend all meetings. Improvements or problems in the Square Dance activity are discussed; Association Presidents take recommendations to dancers and clubs in their local areas.

June 25, 1982 – California Square Dance Council became a charter member of "United Square Dancers of America," a National Dancers Organization.

Currently 20 associations are members of Council. Meetings are interesting and continue to serve and promote the square dance activity throughout the State.

January 1987

CALIFORNIA SQUARE DANCE COUNCIL
CALIFORNIA STATE SQUARE DANCE DRESS

The California Square Dance Council is proud to announce that we now have a Square Dance Dress for the State of California!

We encourage all square and Round Dancers in California to make and wear the dress to let our fellow dancers and others know our "Home State."

At every National Square Dance Convention, there are many states that have hundreds of dancers wearing identical outfits. It is most impressive sight to see and everyone in attendance knows what State is being advertised and represented. With this in mind, we felt that California should show her "colors" too!

Presented here is the information you will need to produce the outfit. We hope you join into the spirit of this and wear the "Square Dance Dress of California" whenever you attend a National Square Dance Convention, State Square Dance Convention, at major "festivals," or at any time you desire!

We wish to take this opportunity to thank the Dress Committee members for their efforts in this project.

Well done! Happy Dancing!
Red and Reva Null, President

Picture
here

SQUARE DANCE DRESS OF CALIFORNIA

Materials Needed:

5 yards, ecru (poly-cotton) for sizes 10, 12, and 14. Add 1 yard for larger sizes.

1 yard orange/tangerine color (poly-cotton) for piping.

10 yards of cord for piping.

11 yards 1½ non-ruffled ecru eyelet. 12 to 14 yards for larger sizes.

1 ecru dress zipper.

Ecru and orange/tangerine thread

Horsehair braid (optional). 2 four-yard packages for hemline.

Optional: ½ yards ecru nylon net.

Fabric Description & Source:

Fabric is a 65/35 poly-cotton and the color is parchment. This fabric can be purchased at most any yardage store including Hancock Fabric Warehouse, House of Fabric, and New York Fabric, etc.

Bodice:

Use a basic bodice pattern and scoop the neckline as low as you like or dare. After basting the ruffled eyelet around the neckline, bind with orange/tangerine binding (cut 1½" wide).

Cap Sleeve:

Cut double if you choose to line them. To make larger or smaller, fold pattern in half and cut larger or smaller at center of sleeve and underarm seam. Lay your pattern on the armhole and **cut to fit armhole** as there are NO gathers.

Puffed Sleeve (Optional):

Some ladies prefer a "puffed sleeve," therefore, this is an option.

Skirt:

8 gores: Cut 1 of these gores in half for center back gore. Don't forget to allow 1" for seam.

Ruffle:

Cut 7" wide. It will take 6 widths of 44" fabric. Sew orange/tangerine piping around bottom of gores, then gather eyelet ruffle and sew on top of piping. Gather the 7" ecru ruffle and sew on top of eyelet ruffle. This way, the eyelet ruffle will stand out.

Piping:

To make your own piping, cut orange/tangerine fabric on the bias in 1½" strips, fold in half lengthwise and press. Lay cord inside and, with zipper foot, sew down side of cord. One (1) yard of fabric makes enough piping for two dresses.

Hemline:

In the hemline, horsehair braid 1/2" wide may be used. You may want to line your skirt and ruffle with nylon net for extra body, but that is optional. (Tip: Cut all gores of ecru fabric first, then lay each gore on the net, cutting one at a time, and leaving them pinned to the net and treating them as one piece of fabric or gore. When sewing the gores together, a "French seam" was used.)

Accessories:

Ladies will wear orange petticoat and pettipants, brown shoes. The outline (patch) of the State will be dark brown with orange poppy. (You will need 5 patches: 4 for the dress and 1 for the shirt.) The patches can be purchased from State Council. Ask your association president for information on how to order them. The only changes to be made to the outfit will be the sleeve style and the depth of the scoop neck.

For the Gentlemen:

Men will wear dark brown trousers, boots, belt, and tie.

Gentlemen's Shirt:

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Shirt should be the same material as the dress and have the orange/tangerine piping around the yolk and cuffs, but NO eyelet. The State outline (patch) is the same as the one on the dress, centered on the back, near the top. (Suggestion: Tilt the patch slightly to the right so that it appears more "centered.")

Trousers:

It is suggested that men purchase the "Mesquite" brown trousers found at most Square Dance shops and in festival booths. This would allow all men to have the same color pants.

WEAR THE CALIFORNIA STATE SQUARE DANCE OUTFIT AS OFTEN AS YOU CAN,
ESPECIALLY AT MAJOR FESTIVALS AND EVENTS!

CALIFORNIA
SQUARE DANCE
COUNCIL, INC.

BYLAWS

UPDATED AND RETYPED
APPROVED 5/11/96
RATIFIED 8/10/96

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**CALIFORNIA SQUARE DANCE COUNCIL, INC.
BYLAWS**

ARTICLE I. PRINCIPLE OFFICE

The Principal Office is fixed and located in Santa Clara County, California. The Board of Directors is granted full power and authority to change the Principal Office from one location to another in the County. Any change shall be noted by the Secretary opposite this article, but shall not be considered an amendment of these bylaws. The Corporation may have such other offices within the State of California as the Board of Directors may require from time to time.

ARTICLE II. MEMBERS

Section 1

a. MEMBERSHIP

Any individual square or round dancer that is a member of an affiliate organization, et al., shall be considered a member of the California State Dance Council, Inc., if they agree to subscribe to the Bylaws, Code of Ethics, Standing Rules and Policies that may be adopted from time to time.

b. ELECTION OF MEMBERS:

Application procedure for membership shall be in the manner as prescribed by the Membership Committee and the Standing Rules.

c. VOTING RIGHTS

Each individual member is entitled to one vote which may be exercised within his affiliate group or association in any manner prescribed the club, group, or association of which he is a member.

d. MEMBERSHIP CARD

The individual square dance members of square dance associations, federations, clubs or groups that are affiliated with the California Square Dance Council, Inc., shall be issued a membership card approved by the Board of Directors of the California Square Dance Council, Inc., stating such membership. The affiliated members of California Square Dance Council, Inc, shall maintain control and responsibility so that only qualified members are in possession of current membership cards. (11/9/85)

e. TERMINATION OF MEMBERSHIP

A member who fails to uphold or comply with the Articles of Incorporation, the Bylaws, Standing Rules, Code of Ethics or Policies, and who fails to be represented at three (3) consecutive regular meetings of the Board of Directors, or for other cause deemed sufficient, may be suspended or expelled by a two-thirds

HOW TO BOOK FOR DANCERS

vote in the affirmative of the Board of Directors (present) after an appropriate hearing. Due notice having been given the regular member at least two (2) months before such vote is taken.

f. RESIGNATION

Any member may resign by filing a written resignation with the Secretary of the club, group, or association of which he is a member. Such resignation shall not relieve the member of any obligations that may have accrued and are unpaid.

g. REINSTATEMENT

Any member may be reinstated upon written request, signed by the former member and filed with the Secretary of the club, group, or association of which he is a member, and a majority vote of the Board of Directors of the association or group of which his club is a member.

h. TRANSFER OF MEMBERSHIP

Membership in this Corporation is not transferable or assignable.

i. DUES

Dues shall be assigned by the Board of Directors and set forth in the Standing Rules.

Section 2

a. AFFILIATES

Any organized square or round dancer group, or other organized group, and within the State of California, of five (5) or more clubs or equivalent as determined by the California Square Dance Council, Inc., that will subscribe to the Purpose, Rules, Bylaws, AND Code of Ethics of the California Square Dance Council, Inc. may be considered for affiliation in the California Square Dance Council, Inc., and, if accepted, shall be termed an Affiliate. (5/12/84)

b. ELECTION OF AFFILIATES

Those corporations and associations presently in existence or which may hereafter be organized, may be recognized and elected as affiliates upon approval of their Articles of Incorporation (or Constitution) and Bylaws by a two-thirds affirmative vote of the Board of Directors of this Corporation. Application procedures for affiliation shall be made in the manner prescribed by the Membership Committee. Investigation of the applicant shall be in accordance with the rules prescribed by the Board of Directors and set forth in the Standing Rules.

Each applicant must submit with its application, copies of its Articles of Incorporation, if incorporated. In addition, each applicant must submit copies of its Constitution and Bylaws and a resolution accepting the Constitution, Bylaws and Standing Rules of the California Square Dance Council, Inc.

HOW TO BOOK FOR DANCERS

c. REGIONAL SPONSORSHIP

The California Square Dance Council, Inc. encourages the affiliate organizations to conduct or sponsor regional conventions, seminars, and training programs so that all members have the opportunity to participate in such activities. (11/9/85)

d. RECIPROCITY AGREEMENT

The current paid up membership card in affiliated memberships of California Square Dance Council, Inc. and United Square Dancers of America entitles the holder of this card the same privileges and benefits as afforded the sponsoring affiliate members when participating in any event sponsored by any members of the California Square Dance Council, Inc. and United Square Dancers of America. (11/9/85)

e. BYLAWS REQUIREMENT

The bylaws of all affiliated members of California Square Dance Council, Inc. and United Square Dancers of America shall have a statement reflecting such membership inserted in their bylaws.

f. VOTING RIGHTS

Each affiliate shall be entitled to one vote on each matter submitted to a vote of the members, and each affiliate may use whatever method called for by its bylaws to determine how that vote should be cast. Only the affiliate delegate shall make motions or vote. (8/9/86)

g. TERMINATION OF AFFILIATION

Any affiliate which fails to uphold or comply with the Articles of Incorporation, or with these Bylaws, the Standing Rules and Policies, or fails to be represented at three (3) consecutive regular Board of Directors meetings, or for other cause deemed sufficient, may be suspended or expelled by an affirmative two-thirds vote of the Board of Directors present after an appropriate hearing, due notice having been given the affiliate at least two (2) months before such vote is taken. An affiliate shall be held responsible for any action that may be detrimental to the purposes of the Constitution, Bylaws and Standing Rules of the California Square Dance Council, Inc.

h. RESIGNATION

Any affiliate may resign by filing a written resignation with the Secretary, but such resignation shall not relieve the affiliate so resigning of the obligation to pay any dues, assessments or other charges theretofore accrued and unpaid.

d. REINSTATEMENT

Upon written request, signed by a representative of a former affiliate and filed with the Secretary, the Board of Directors, by affirmative vote of two-thirds of the members of the Board, may reinstate such former affiliate to the affiliation upon such terms as the Board of Directors may deem appropriate.

e. TRANSFER OF AFFILIATION

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Affiliation in the Corporation is not transferable or assignable.

f. DUES

Annual dues and special dues may be assessed by the majority of the Board of Directors and set forth in the Standing Rules.

ARTICLE III. BOARD OF DIRECTORS

Section 1

Except as otherwise required by law or provided by these Bylaws, the entire control of the California Square Dance Council, Inc. and its affairs and property shall be vested in its Board of Directors.

Section 2

The Board of Directors of the California Square Dance Council, Inc. shall consist of one delegate from each affiliate. The president of that organization shall be duly elected through whatever method is called for in the bylaws of each affiliate group.

Section 3

The term of the Directors elected by the membership of each local regular member shall be for a period of one year or until their successors have been chosen.

ARTICLE IV. OFFICERS

Section 1

a. OFFICER STRUCTURE

The officers of this Corporation shall consist of a Council President, Area Committeemen, a Secretary, a Treasurer, a Public Relations Director, a Historian, the Active State Convention Chairman, and such officers as may be elected in accordance with the provisions of this Article. The Council President, Committeemen, Secretary, and Active State Convention Chairman cannot be a seated President of an Affiliate Member of Council. (5/11/96)

The President shall appoint a Parliamentarian from the approved list who shall be ratified by the Board of Directors. (5/12/84)

The Board of Directors may elect or appoint such other officers, including one or more Assistant Secretaries and one or more Assistant Treasurers as it shall deem desirable, such officers to have the authority to perform the duties as prescribed from time to time by the Board of Directors. Any two or more offices may be held by the same person except the offices of the Council President, Committeemen, Secretary, and active State Convention Chairman. (5/13/95)

b. EXCLUSION TO OFFICE

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No professional caller, cuer, prompter, or instructor or partner of such individual shall serve as a Council elected officer. (8/14/93)

c. EXECUTIVE COMMITTEE

The elected and appointed officers of the Corporation shall be known as the Executive Committee. The Executive Committee shall keep the President informed of the names and qualifications of persons who could and would serve on committees.

Section 2. ELECTION OF OFFICERS

a. COUNCIL PRESIDENT

The Council President shall be elected at the Board of Directors meeting in May of each year for a term of one year, and he may not succeed himself more than one time. He shall take office at the August Board of Directors meeting.

Nominees who are qualified per qualifications set forth in these Bylaws shall be submitted to the Board of Directors by the affiliates at the Board of Directors meeting in February of each year. The Council President shall be elected from such nominees submitted at the February meeting. A majority of votes cast is necessary to elect.

QUALIFICATIONS: In addition to those stated in Section 1 above to be eligible for nomination for the office of Council President, a person must be an active square or round dancer or in Council activities, willing to accept the nomination and to devote the time and effort required by the position, must have demonstrated leadership ability, and must be a past president or representative of an affiliate. (5/11/96)

In the event of a vacancy in the office of President, the Chairman of the Membership Committee shall immediately assume the office until the expiration of the current term. If the Chairman of the Membership Committee is unable or unwilling to serve as Council President, the Assistant Chairman of the Membership Committee will serve as interim President until the next Board of Directors meeting. At that time, a President shall be nominated, elected and installed to serve the remainder of the unexpired term. Such process shall be accomplished in accordance with the Standing Rules. (8/8/92)

b. AREA COMMITTEEMEN

The Area Committeemen shall be nominated by the affiliates of the area they are to serve and elected by the Board of Directors at the Board of Directors meeting in May of each year, and they may not succeed themselves more than one time. They shall take office at the close of the August Board of Directors meeting. One committeeman shall be elected from each area as specified in the Standing Rules. (5/14/88)

Immediately following their election, the four Area committeemen shall meet and select a Chairman of the Membership Committee and Assistant Chairman for the following term. Those selections will be presented to the Board of Directors at that meeting for approval. (5/12/90)

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Nominees who are qualified as set forth in these Bylaws shall be submitted to the Board of Directors by the regular members at the Board of Directors meeting in February of each year. The Area Committeemen shall be elected from such nominees submitted at the February meeting. A majority of votes cast is necessary to elect.

QUALIFICATIONS: In addition to those stated in Section 1 above, to be eligible for nomination for the office of an Area Committeeman, a person must be a square or round dancer, active in the area from which nominated and in Council activities, willing to accept the nomination and devote the time and effort required by the position, have demonstrated leadership ability, and must be a past president or representative of an affiliate at the time of his installation. (5/11/96)

The area Committeemen elected as outlined above shall be designated as Vice Presidents.

c. SECRETARY

The Secretary of Council shall be elected at the regular meetings of the Board of Directors held in November of each year and shall hold office for at least one year. The Secretary shall take office at the February meeting.

d. TREASURER

The Treasurer shall be elected at the regular meeting of the Board of Directors held in May of each year and shall hold office for at least one year. The Treasurer shall take office at the August meeting.

e. HISTORIAN

The Historian shall be elected at the regular meeting of the Board of Directors held in November of each year and shall hold office for at least one year. The Historian shall take office at the close of the February meeting.

f. PUBLIC RELATIONS DIRECTOR

The Public Relations Director shall be elected at the regular meeting of the Board of Directors held in August of each year and shall hold office for at least one year. The Public Relations Director shall take office at the close of the November meeting.

g. INSURANCE CHAIRMAN

The Insurance Chairman shall be nominated at the February meeting of the Board of Directors and elected at the May meeting and shall hold office for a term of one year, from August 1 to July 31 inclusive. He may be elected to successive terms. He must be a square dancer and a member of an association that participates in the California Square Dance Council insurance program. (5/14/88)

h. NOMINATION PROCEDURES

Nominations and election procedures for Secretary, Treasurer, Historian, Public Relations Director, and Insurance Chairman. Nominees shall be submitted at the Board of Directors meeting held previous to the meeting of the scheduled elections.

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Voting shall be by ballot unless there is but one candidate for the office, then the chair may declare the candidate elected. A majority vote is necessary to elect.

i. STATE CONVENTION CHAIRMAN

The State Convention Chairman shall be elected by a majority vote of the voting members present and voting at a regular council meeting, 48 months prior to the convention. The State convention Chairman shall have been either a prior General Chairman or co-Chairman of a State Convention or have served as a Chairman or Co-Chairman of a festival. Only one person of a couple need to have served in the qualifying positions to qualify for State Convention Chairman. Candidate(s) shall submit a written resume to California Square Dance Council, Inc. for the position of General chairman. (2/13/98)

j. VACANCY IN OFFICE

In the event of a vacancy in the offices of Area Committeemen, Secretary, Treasurer, Historian, Public Relations Director, or Insurance Chairman, the President shall appoint a successor to complete the term. All appointments must be approved by the Board of Directors at the next meeting. (8/12/95)

Section 3. DUTIES OF OFFICERS

a. COUNCIL PRESIDENT

The Council President shall preside at Board of Directors meetings, though without a vote, and Executive Committee meetings; shall be ex-officio member of all committees, and shall endeavor to promote the interests of California Square Dance Council, Inc. at all times. (5/11/96)

(1) The Council President shall choose the Parliamentarian for Council meetings from the list of qualified Parliamentarians submitted by members.

(2) The President shall designate one of the Area Committeemen to act as President in the absence of the President.

b. AREA COMMITTEEMEN

The Area Committeemen shall serve as Vice-Presidents to the Board of Directors and shall assist the Council President and shall perform those duties assigned by the President and by the Board of Directors; the Area Committeemen shall serve as coordinators between the Council President and the members of the Board of Directors in the area from which elected and shall be generally responsible for promotion, etc., of Council activities in said area.

c. SECRETARY

The Secretary shall keep a record of all business transacted at the Board of Directors meetings, including preparing and mailing of the minutes of all Council meetings to all members; keep a permanent file of the minutes of all meetings, reports, correspondence, and other Council business; keep a narrative account (tape) of the

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discussions at all meetings of California Square Dance Council, Inc. for one year. The outgoing Secretary shall be permitted 45 days after the election meeting to complete the duties required and effect an orderly transfer of such duties, papers and other materials to the newly elected Secretary. (5/11/96)

d. TREASURER

The Treasurer shall receive and care for all monies of the California Square Dance Council, Inc. and keep an accurate record of all receipts and disbursements. The Board of Directors shall approve all bills before payment is effected. All disbursements shall be made by check. Checks shall be signed by the Treasurer and the Council President or one of the Area Committeemen. The Treasurer shall submit a financial report at each council meeting, an advance copy of which will be furnished to each member of the Board of Directors and each member of the Executive Board at least five (5) days in advance of the scheduled quarterly meetings, and at the August meeting shall submit a financial report consisting of receipts and disbursements for the year August 1 through July 31 and a balance sheet as of the close of such fiscal year. (5/11/96)

e. PUBLIC RELATIONS DIRECTOR

The Public Relations Director's duties shall include the creating and maintaining of a favorable impression of square dancing before the general public and the correction of any erroneous conclusions; the informing of public relations directors of member associations of Council's activities, objectives and programs. The Public Relations Director should be available for participation at panels, seminars, etc.; should maintain contact with other state organizations and with the National Executive Board in regard to Council activities; maintain information files concerning regular square dance publications in the State and a roster of the officers, associations and caller associations; supply information concerning California Square Dance Council, Inc. activities of square dancing to any organization or square dancer requesting same; shall serve as ex-officio member of the Promotion Committee and shall work with other committee chairmen for publicity of various activities for California Square Dance Council, Inc.; shall write California Square Dance Council, Inc. news releases and mail copies to publications on established mailing lists. (5/11/96)

All official press releases authorized by California Square Dance Council, Inc. shall come through the Public Relations Director and be designated "Official Press Release." (5/11/96)

f. HISTORIAN

The Historian shall keep a pictorial and historical account of all Council activities (in book form). The book should be displayed at each Council meeting for perusal by Council members.

g. ACTIVE CONVENTION CHAIRMAN

The Active State Convention Chairman shall perform the duties prescribed within the California Square Dance Council State Convention Policy and Guidelines. (5/13/95)

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h. PARLIAMENTARIAN

The Parliamentarian shall advise the President on matters of procedure. The Parliamentarian shall be a member of the Bylaws Committee. The Parliamentarian is a non-voting member of the California Square Dance Council, Inc. (5/11/96)

ARTICLE V. MEETINGS

a. REGULAR BOARD MEETINGS

Regular Board of Directors meetings shall be held at least quarterly (February, May, August, November) on the second Saturday of such months, at a place to be designated by the hosting affiliate sixty (60) days prior to the meeting. The May meeting of the Board of Directors shall be the Annual Meeting.

b. SPECIAL BOARD MEETINGS

Special Board of Directors meetings may be called at the request of not less than one-third of the Board of Directors.

(1) Requests for special meetings will be submitted not later than forty (40) days after the last Board of Directors meeting and must be held no later than thirty (30) days prior to the following Board of Directors meeting, if possible.

(2) Notification of special meetings, stating the purpose, must be made in writing to each affiliate at least fourteen (14) days prior to the meeting.

c. ROTATION OF HOSTING BOARD MEETINGS

Rotation of hosting associations shall be determined by mutual agreement of the Board of Directors.

d. QUORUM

A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board. If less than a majority of the Directors are present at said meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice.

e. ACTIONS AT BOARD MEETINGS

The act of a majority of the Board of Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors unless the act of a greater number is required by law or these Bylaws.

ARTICLE IV. STANDING COMMITTEES

All appointments made to Standing Committees by the President are subject to approval by the governing body.

Section 1. MEMBERSHIP COMMITTEE

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There shall be a standing committee known as the Membership Committee to which applications for affiliation and membership in California Square Dance Council, Inc. must be submitted. The Vice Presidents shall serve as the Membership Committee. The Membership Committee shall: (5/11/96)

- a. Receive and evaluate application for membership in California Square Dance Council, Inc. submitted as defined in Council Standing Rules. (5/11/96)
- b. Make a recommendation to the California Square Dance Council, Inc. concerning any membership application received. (5/11/96)
- c. When appropriate and with the approval of the California Square Dance Council, Inc., impose filing requirements for membership applications in addition to those listed in the Council Standing Rules. (5/11/96)
- d. Immediately upon election, select its Chairman and Assistant Chairman. (11/9/91)
- e. The president or duly authorized representative of the applicant must be present when an application is presented to California Square Dance Council, Inc. (5/11/96)
- f. Application for affiliation will be voted on at the next regular meeting of California Square Dance Council, Inc. (5/11/96)
- g. The Membership Committee may, in addition to the Standing Rules, prescribe the procedure for election and identification of regular members.

Section 2. SQUARE DANCE PROMOTION COMMITTEE

The purpose of this committee shall be to conduct periodic surveys of square dance activities throughout the State.

- a. Prepare reports from the surveys for submission to California Square Dance Council, Inc. (5/11/96)
- b. Recommend to California Square Dance Council, Inc. methods and procedures for improvement of square dancing and square dance activities. (5/11/96)
- c. Develop promotional material to be made available to all members of California Square Dance Council, Inc. (5/11/96)
- d. Membership of this Committee and its election or appointment shall be as outlined in the Standing Rules. (8/83)

Section 3. CONVENTION ADVISORY COMMITTEE

- a. The purpose of this Committee shall be to assist and advise the convention planning committee.

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- b. Recommend to California Square Dance Council, Inc. ways and means of improving future State Conventions. (5/11/96)
- c. Investigate newly proposed State Convention sites and bring back recommendations concerning the same.
- d. Membership of this committee shall consist of all active past Convention Chairmen. There shall be a minimum of five (5) active past Convention Chairmen.
- e. If the active membership of the Committee should become less than five (5), the Council President shall appoint the necessary replacements from available Council members in good standing. (5/12/79)

Section 4. BYLAWS COMMITTEE

- a. The purpose of this Committee will be to review the Bylaws and Standing Rules yearly for needed changes, to review all suggested Bylaws and Standing Rules submitted to them from the Council floor and make recommendations to the California Square Dance Council, Inc. at the February meeting. In case of emergency, recommendations may be made at any Council meeting. (5/11/96)
- b. Membership in this Committee shall consist of five (5) members appointed at the August meeting for a term of one (1) year. There shall be only one member from any one member association or federation. (5/88)

Section 5. LEADERSHIP/EDUCATION COMMITTEE

A Leadership/Education Committee composed of a Chairman and one (1) member from each vice President's area shall:

- a. Develop and present an educational program for the benefit of State Council members.
- b. The Committee Chairman shall be custodian of the supply of "How To For Dancers" books. (5/12/90)

Section 6. FINANCE AND BUDGET COMMITTEE

A finance and Budget Committee composed of the Treasurer as Chairman, and one member from each Vice President's area shall: (5/88)

- a. Prepare and present a budget for adoption by the Board of Directors at the regular meeting in November. Approval of the budget is not to be considered an approval of expenditures. All bills must be approved by the Board of Directors before payment is effected. (5/88)
- b. Proposed expenditures, not appearing in the budget must be submitted to the Committee for review and recommendation. (5/88)

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- c. Review on a regular basis, the investments of California Square Dance Council, Inc. and advise the Board of Directors of changes that could be effected for the best performance of those investments. (5/11/96)
- d. Be responsible for selecting all audit committees with the approval of and as required by the Board of Directors. (11/9/91)

Section 7. YOUTH ADVISORY COMMITTEE:

A Youth Advisory Committee is established subject to the following conditions to perform the following duties:

- a. The Committee shall be composed of a Council Youth Advisor as Chairman and one Area Youth Advisor from each Vice-President's area.
- b. The Council Youth Advisor shall coordinate statewide youth programs and activities; conduct meetings of the Youth Advisory Committee; report the activities of the Youth Advisory Committee at each Council meeting; and when requested, serve as advisor to State Convention committees on youth activities at State Conventions.
- c. Each Area Youth Advisor shall advise, as necessary, each association in his area regarding youth activities.
- d. The Youth Advisory Committee shall:
 - (1) Review existing youth program educational material for accuracy, and develop new material as necessary;
 - (2) Develop materials promoting youth square dancing which can be distributed to schools, park and recreation departments, churches and YMCA, YWCA, Boy Scout, Girl Scout, Boys' Club and Girls' Club organizations;
 - (3) Develop programs designed to maintain the interests of youth in square dancing;
 - (4) Develop and manage fund raising programs designed to supply funds for Committee projects and financial assistance requests from statewide youth groups;
 - (5) Act as the trustee of the youth fund. Establish guidelines under which statewide youth groups may apply for financial assistance from this fund, a program to investigate such requests, and procedures for Council action on such requests.
 - (6) Develop and maintain a youth census reporting the number and location of youth dancers throughout the State;
 - (7) Develop and maintain a directory of youth and family clubs throughout the State; and

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(8) Develop and maintain a schedule of youth and family club classes. (8/8/92)

Section 8. ADDITIONAL DUTIES

Additional duties may be assigned to any standing committee by the Board of Directors.

ARTICLE VII. SPECIAL COMMITTEES

Section 1. APPOINTMENTS

All special committees shall be appointed by the Council President who shall be an ex-officio member of all such committees. Appointments shall be with the approval of the governing body.

Section 2. REPORTS

All special committee reports shall be made a part of the minutes of California Square Dance Council, Inc. (5/11/96)

Section 3. MEMBERS

Committee members must be members of California Square Dance Council, Inc. (5/11/96)

ARTICLE VIII. MAINTAINING DOCUMENTS

Section 1. CONTRACTS

The Board of Directors may authorize any officer or officers, agent or agents, of the Corporation, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances.

Section 2. CHECKS

All checks, drafts or orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the Corporation shall be assigned by such officer or officers, agent or agents, of the Corporation and in such manner as shall, from time to time, be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the Treasurer or Assistant Treasurer and countersigned by the Council President or a Vice President of the Corporation.

Section 3. DEPOSITS

All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Directors may select.

ARTICLE IX. OFFICIAL DOCUMENTS

Section 1. HOLDING OF DOCUMENTS

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The Articles of Incorporation, Constitution, Bylaws, Standing Rules, and all minutes of all Council meetings shall become the official papers of each affiliate and shall be passed on to the new representatives. (8/9/86)

Section 2. AFFILIATES OFFICIAL DOCUMENTS

Each affiliate shall furnish each other affiliate and Council Secretary with a current list of officers, consisting of names, addresses, zip codes, and telephone numbers upon making any change of officers.

ARTICLE X. RECALL

An elected officer or elected committeeman may be recalled from office upon two-thirds majority vote of the regular members of California Square Dance Council, Inc. (5/11/96)

ARTICLE XI. PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern the proceedings of this organization in all cases not provided for in these Bylaws or any special rules of order the organization may adopt. Robert's Rules states "he" denotes both masculine and feminine gender. (11/10/90)

ARTICLE XII. AMENDMENTS TO BYLAWS

Section 1. PROPOSED AMENDMENTS

Proposed Bylaw amendments shall be referred to the Bylaws Committee to be carefully checked for wording, meaning and legality.

Section 2. AMENDMENT PROCESS

The Bylaw Committee shall read the proposed Bylaw changes at the February meeting of the Board of Directors. A copy of the proposed changes will be included in the minutes of said meeting. A second reading will be at the next meeting of the Board of Directors followed by discussion and vote. A two-thirds majority of the voting members is required to carry. (11/13/76)

Section 3. AMENDMENT RATIFICATION

Final ratification shall be by vote of the individual members of the California Square Dance Council, Inc. The actual vote count shall be recorded by the affiliates in their minutes. Said vote shall be reported by the affiliate members' elected representative to the California Square Dance Council, Inc. A majority vote of the individual members is required to sustain the vote of the Board of Directors. Changes shall not take effect until ratification is reported. (5/11/96)

STATEMENT OF POLICY

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The current paid up membership card in any affiliate membership of the California Square Dance Council, Inc., and the United Square Dancers of America entitles the holder of this card to the same privileges and benefits as afforded by sponsoring affiliates' members when participating in any event sponsored by any member of the California Square Dance Council, Inc., and the United Square Dancers of America. (5/11/85)

ADOPTED: May 10, 1975

Updated and retyped:	July, 1983
Updated and retyped:	August, 1987
Updated and retyped:	August, 1988
Updated and retyped:	December, 1990
Updated and retyped:	October, 1991
Updated:	August, 1992
Updated:	August, 1995
Updated and retyped:	August, 1996

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AMERICAN CALLERS ASSOCIATION

Newly formed professional organization for the modern western square dance caller. ACA's initial efforts will be spent in providing inexpensive BMI/ASCAP licensing.

Mac Letson, Recording Secretary
P.O. Box 2406
Muscle Shoals, AL 35662
Phone: (205) 383-7585

BACHELORS 'N' BACHELORETTES

Let us help you start a local Chapter of Bachelors 'N' Bachelorettes International. Become affiliated with the largest singles Square Dance club in the world.

Carmen Glass, International President	Roy Northrup, Past President
10316 Lower Azusa Road	P.O. Box 1173
El Monte, CA 91731	Camarillo, CA 93011
	Phone: (805) 484-1904

CALLERLAB

Its purpose is to provide leadership and direction for the calling profession in order to strengthen the square dance movement as a whole. For further information contact:

George White, Executive Secretary
829 - 3rd Ave. SE, Suite 215
Rochester, NM 55904
Phone: (507) 288-5121

CONTRALAB, The International Association of Contra Callers

Established to assist contra callers in improving their skills and to act as a forum for an exchange of ideas. Our purpose is to promote and perpetuate the contra dance. For information contact:

Glen Nickerson
606 Woodland Way
Kent, WA 98031
Phone: (206) 854-0574

INTERNATIONAL ASSOCIATION OF SINGLE SQUARE DANCERS (IASSD)

The purpose of the IASSD is to promote square dancing as a singles activity and to encourage international friendship. For further information contact:

John Einowski
Box 512
Roseville, MI 48066
Phone: (313) 773-0062 or (313) 791-2826

LEGACY, International Assembly of "Trustees" of the Square Dance Activity.

By continuing to coordinate and promote useful programs, never controlling up assisting as needed, Legacy is a valuable resource center upon which each facet of the activity can draw. For further information contact:

Al & Verna Schreiner, Executive Secretaries
1100 Revere Drive
Oconomowoc, WI 53066
Phone: (414) 567-3454

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LLOYD SHAW FOUNDATION, INC.

Formed to preserve and promote all forms of American and associated folk dance. To that end it produces records, books, and dance curriculum kits, sponsors university workshops to train teachers to teach dance, maintains an archive designed to provide access to many important and historical references. Publishes a quarterly magazine for its members - The American Dance Circle. Membership is open for all interested individuals, clubs, and organizations.

Archive information:

Dr. William Litchman
The Lloyd Saw Foundation Activities
1620 Los Alamos SW
Albuquerque, NM 87104

Catalog of materials may be obtained from:
The Lloyd Shaw Foundation Sales Division
P.O. Box 11
Macks Creek, MO 65786
Phone: (314) 363-5868

Information about workshops, membership or other matters, write to:
Ruth Ann Knapp, Vice President
The Lloyd Saw Foundation
2124 Passolt
Saginaw, Michigan 48603

NATIONAL ASSOCIATION OF SQUARE & ROUND DANCE SUPPLIERS (NASRDS)

Objective is to improve the development of Square and Round Dance Activities. Members are commercial businesses which provide apparel, equipment, records, and many other specialty items which dancers require for the enjoyment of the activity. For further information contact:

Barbara Albright, President
204 W. Holloway
Hurst, TX 76053
Phone: (817) 268-2058

NATIONAL CLOGGERS ASSOCIATION

All Cloggers and friends of clogging are invited to join the National Cloggers Association. For further information contact:

Dennis Abe
Box 283
College Park, MD 20749
Phone: (301) 799-1137

NATIONAL SQUARE DANCE CAMPERS ASSOCIATION INC.

Their object and purpose is to provide an opportunity for and to encourage those interested in both modern western square dancing and camping, and to combine these two activities for mutual enjoyment. Membership is open to couples and singles.

International Square Dance Campers Association Inc.

Dept. A
P.O. Box 224
Little Chute, WI 54140

SINGLE SQUARE DANCERS U.S.A.

Single Square Dancers, U.S.A. (SSDUSA) is a national organization of single square dance clubs and single dancers. For further information contact:

Bill Ledbetter, President
P.O. Box 186
Electra, TX 76306
Phone: (817) 495-2507

THE INTERNATIONAL ASSOCIATION OF ROUND DANCE TEACHERS (ROUNDALAB)

An incorporated, non-profit professional organization open to all who are actively teaching and/or cueing round dancing at any Phase, anywhere in the world. It was founded to promote, protect, and perpetuate the general round dance movement as a complement to the overall square dance picture. For further information contact:

Peg & Doc Tirrell, Executive Secretaries
P.O. Box 37
Lower Waterford, VT 05848-0037
Phone: (802) 748-8722 FAX (802) 748-8703

UNITED SQUARE DANCERS OF AMERICA

Membership is open to any organized non-profit Square Dance group or other organized groups representing the Square Dancers within a State, each State being allowed a maximum of two votes. Today more than 270,000 dancers are members. Additional information may be obtained from:

Jim & Peggy Segraves, Director of Information
8913 Seaton Drive
Huntsville, AL 35802
Phone: (205) 881-6044

Earle & Joy Hoyt, President
1033 S. Edson Street
Lombard, IL 60148
Phone: (708) 629-2452

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NATIONAL SQUARE DANCE CONVENTION®

The National Square Dance Convention is without question the "World's Greatest Square Dance Event." It is far more than just another festival or big dance -- it is the place where from 15,000 to 30,000 dancers from all 50 states and many foreign countries come year after year to learn about every phase of the square dance hobby, as well as hold reunions with their many friends who also come yearly. The three-day Convention always starts on the fourth Thursday in June. The Convention is sponsored by a different organization each year. The organizations must bid for the Convention four years in advance.

The National Executive Committee is responsible for assuring a national convention is held each year. This group, known as the NEC, guides, directs, and governs all functions of the NSDC. It is made up of the General Chairmen from all the previous conventions who come from all parts of the U.S. This organization has broad knowledge and experience on which the convention committee may draw.

When a Convention is awarded to a given area, two NEC member couples are appointed advisors to that convention. The entire organization, from the NEC down to the temporary worker at the convention, is unique. It is made up entirely of volunteers and no salary is paid to anyone involved. The reward is a successful convention.

Since 1952, when the first convention was planned and held in San Bernardino, California, dancers from all of the USA and many foreign countries have been attending national conventions.

The National Square Dance Convention is not limited only to square dancing. They also present round dancing, contra, clogging, fashion shows, pageants, seminars, panels, tours, exhibitions, and exhibitors -- a taste of the entire square dance movement.

The Parade of States is the ultimate display of togetherness as dancers from each state and foreign country march as separate units into the dance facility, state by state and country by country, to display their friendship toward other dancers and support of the total square dance movement.

Don't miss the "WORLD'S GREATEST SQUARE DANCE EVENT!"

YOUTH ADVISORY COMMITTEE

The California State Square Dance Council has appointed a group titled the "Youth Advisory Committee." This committee consists of a committee chair and four area reps for Northern, Central, South Central & Southern California. Since the area is so large, volunteers are needed.

Our primary function is to work with and assist in the promotion of square dancing youth and the clubs they dance with, whether it is a "Youth Club" or clubs that welcome youth dancers. Please feel free to call your area representative to offer your time as a volunteer, or with any questions and/or suggestions you have pertaining to our Youth.

Viewing our YOUTH

Youth *are* the Future! A bold statement, but nonetheless true. The Youth Advisory Committee is in complete agreement on this, and in keeping this idea as our priority, we hope to work with and encourage more clubs to adopt this same thinking.

When the word "YOUTH" is mentioned, what visions pop through your mind? Baggy clothes? Wild hair styles & colors? High pregnancy rate? Smoking, drinking, and drugs? Gangs? This is only a small portion of our youth, and besides, no one can judge by clothing ... after all, we wear square dance clothes and everyone knows that anyone who dresses as we do must be stupid and come from the country! Hmmm ...

Instead of looking at our Youth as rambunctious troublemakers with oversized mouths and big feet stepping into everything, we suggest the following:

Make their impetuosity and exuberance work in club activities. Use their verbal skills to get friends and acquaintances to try dancing and you might find they pay better attention to you and have some pretty straightforward and honest suggestions to help the club.

Put their "Youthfulness" to work. Allow them to share their thoughts and ideas, help guide (notice the word 'help') them into leadership and they will remain, as well as bring others into square dancing.

You want RESPECT and so do they.

Finding & Promoting YOUTH

The youth that are currently dancing already know and understand what square dancing is and what it means to them. They are our prime public relations people to promote youth dancing.

Since the numbers of our youth dancers have decreased through the years, this committee believes the best group upon which to focus is the young family. Starting kids at a young age (approximately 7 to 10 years of age) and teaching them not only how to square dance, but also the running of clubs and associations, will ensure future generations of dancers. The earlier these youth begin dancing, the more

HOW TO BOOK FOR DANCERS

indoctrinated they become into the square dance world, and the longer they will remain and bring others into their clubs.

Set some goals, compile a list, and then make a concerted effort to follow through in bringing the young family into your club's lessons. This can easily be done in a number of ways. Here are some suggestions:

1. Churches - Most religious organizations are always hoping to find good, wholesome activities for their members. They have been very receptive to putting small articles and class invitations in their newsletters and bulletins, as well as having square dancers come to either speak to their members or specific groups (i.e., single parents) and/or put on an exhibition.
2. Fairs - Whether it is a city street fair, Country Fair, 4-H Fair, or State Fair, most are open to setting up a day or at least several hours of square dancing. This is not only fun for your members, but also interesting for those who are watching. You might possibly have a time when you invite the spectators to join an angel in a teaching tip.
3. PTA/PTO - During their open house or at a special event, do an exhibition and as noted above in #2, invite the spectators to join in with an angel for a teaching tip.
4. Social & Civic Clubs - There are many of these clubs whose prime focus is on youth. For example; Optimists, Exchange, Shriners, Boys & Girls Clubs, etc. They have weekly and/or monthly meetings and special gatherings where you can give a quick presentation along with possibly a short exhibition.
5. Parades - There are numerous parades in your area and surrounding communities all year long. Call the local Chamber of Commerce and they will supply you with a listing of ALL the activities they have planned.

Flyers are crucial when you go anywhere, even just to carry around and distribute when you go to the store, bank or mall. You never know when the opportunity will pop up to share square dancing. Down-size your flyer! Make it half the size of an 8 1/2 x 11 sheet (or even quarter sheets), include only the most important information on it, and use some clipart to dress it up. This will also double or quadruple your flyer mileage and it will not require the recipient to carry around a large piece of paper - or fold it up and stash it somewhere! Make the flyer easy to keep.

IMPORTANT! When doing an exhibition or when dancing for the general public, remember, you are putting on a show. So, put your best foot forward and let the audience see how much fun square dancing really is! And don't forget to take a lot of flyers. (Too many is better than not enough!)

Building clubs with YOUTH

Once you have youth attending classes and joining your club, you are halfway home. These young people are excited about their square dancing and you don't want to squash that. They have thoughts and

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ideas they want to share and it is CRUCIAL that you take the time and effort to listen to them. Consider the following possibilities very carefully:

Set up a separate youth committee for your board. They can have their own elected leader(s) and meetings during the dance breaks in order to address things the club may be working on, as well as volunteering their own input into activities and such.

Have an elected leader from the youth committee as an active club board member. Set up certain criteria, such as age, etc. They can then bring the committee's input to the club meetings.

If we teach and guide (notice again the key word "guide") our youth in the proper function of the club, we will be privileged and honored to have them as our future square dance leaders. But remember that what they view in your actions and decisions are what they will learn as proper conduct for square dancing adults. We all have a very big responsibility to our youth!

Callers and Kids

It takes a special Caller to be able to work with and teach kids. Many do not have the temperament or patience to see it through. Have an in-depth discussion with your Caller to see if he or she understands the different methods to handle youth. If not, find another Caller/Teacher for the classes. This does not mean that your original Caller is not good enough. We all have our limitations, and it is best to find a Caller who can see the class all the way through. These are some hints for your Caller to work with:

1. Patience - The Caller must be ready to take the time to explain and walk through some of the steps a little slower and more carefully for the slower learners.
2. Temperament - The Caller must be a Kid at Heart himself; enjoying what he or she does, and having a good time.
3. Lessons - As a class progresses, it may need to be broken up by extra breaks. Youth seem to have a shorter attention span the longer the class goes on each evening, and possibly some "fun" tips as the students learn more movements.
4. Challenge - Bring in some DBD as you progress, or a "fancy" move now and then. This will spice up the student's interest because it is different from what they are learning.
5. Tutoring - Take a little extra time at break intervals to work with the few who seem to be having difficulty grasping a move. Explain it carefully so they can visualize it better. Make sure you do NOT degrade them for needing the extra help.
6. Praise - This will get you *everywhere*! Make sure there is a lot of "Good Job!" comments, pats on the back, and applause. Even a little goes a loooooonnnng way!

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7. Positive Attitude - This is one of the most important things to have when working with kids. If the Caller, Club Members, or the kids start to have any negativity, it will go downhill very quickly. We are dancing to have a good time!
8. Etiquette - It is very important to teach the kids proper do's and don'ts for the square dance floor; i.e.: not to cut through squares, dancing in a square with people not used to youth, etc.

The better our youth are taught, not only how to do the steps, but also correct techniques and manners, the more acceptable they will be when dancing with other clubs and adults. But above all, make it FUN!

To the Pro-YOUTH Clubs

If you have chosen to be Pro-Youth and actively invite youth and/or their families into your classes and club, we applaud you. You have chosen a positive way for new growth of your club - through YOUTH

The California State Square Dance Council Youth Advisory committee would like to greatly encourage you in this endeavor. Like us, you obviously believe in the future of square dancing and that our Youth are that vision of the future.

Please feel free to contact your own area Youth Committee representative if you have any thoughts, ideas, suggestions, or need assistance in any way. This committee was formed not only for the promotion of Youth Square Dancing, but also to give help and support to those clubs who now have Youth in their membership.

Thank you for your support of our YOUTH!

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We Salute A Leader
Good Leadership

The success of any square dance club, area, State, or National association, can be directly attributed to the competence of its management or leadership. Moreover, it is not just the expertise of the leaders of the higher organizations, but the expertise of all levels from committees or clubs to the top leaders of national and international associations. All of us are either in a leadership position or will soon be approached for a position of leadership at some level within the square dance activity. Therefore, everyone should know something about leadership.

Things do not just happen in the wonderful world of square dancing, they are brought about and made to happen! Examples: National Square Dance Conventions, State Conventions, Area Association Festivals, Club Specials, Club regular dance nights, Square Dance Classes, etc. Someone had to take the actions necessary to assure that the event would happen at the designated place and all details executed at the precise planned time. To accomplish this required planning, organizing, directing, coordinating, and controlling. Each of these actions are a part of management and leadership.

Before any square dance event at any level can be launched, a plan of action must be developed. Once a plan of action has been developed, it must be organized in such a manner as to enable it to be implemented. The square dance leader must then direct his dancers or committees to accomplish the required tasks. To obtain the "right people for the right job" requires a careful analysis of the jobs and then the recruitment, selection, and training of these people. Coordination is of prime importance in the square dance activity, to assure that duplication of conflicting dance dates are not scheduled and that everyone concerned knows the objectives of the event and all are working harmoniously toward those objectives. Controlling is simply making sure that what has been planned is actually accomplished; a successful dance, festival, convention, or class.

Most leaders of National, State, and area organizations have obtained their square dance management knowledge by experience on-the-job and attending LEGACY and other informational training seminars. One of the major responsibilities of these top leaders of the square dance movement is to make sure the subsequent and potential leaders are properly trained to understand and apply the basic management principles that will assure the promotion and perpetuation of the square dance activity.

All square dance leaders at all levels must be knowledgeable of the purpose, function, and operation of the international, National, State, and club organizations. They should also be willing to share that knowledge with fellow leaders and dancers. A good leader must be willing to expand that knowledge by self-study, attending seminars at various large and national festivals, and learning from the experience of others.

KNOWLEDGE - the familiarity, awareness, or understanding of the square dance activity gained through experience, study, or learning process. (Mandatory to be a good leader.)

Good leadership is truly an art and requires a special talent or ability to effectively deal with dancers, callers, instructors, organization leaders, and the general public. The two biggest responsibilities of any square dance leader are getting the job done and taking care of the people in his organization. Since the

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job gets done through people, the leader must use his or her special talents and abilities to influence the individuals to do the job. These skills are acquired only through experience.

S K I L L - the proficiency, ability to use one's management and square dance knowledge effectively, the expertise, trade or technique. (Required to be a good leader.)

The attitude or orientation of a leader in the square dance activity is very important. A sound foundation or point of reference must be available to the leader for use in comparisons. Just because someone else feels differently about a subject, such as square dance levels - mainstream, plus, advanced, challenge - or round dancing at square dance events, does not mean that person has a bad attitude. Attitudes can change through understanding and knowledge of the subject matter.

A T T I T U D E - the state of mind or feeling with regard to the square dance activity; disposition; or orientation reference. (Prime concern of a good leader.)

Educational institutions provide the necessary training for people to enter the business world and the business world conducts both formal management and leadership programs for new managers and leaders. Who is training the future leaders of the square dance movement? YOU ARE!! Are you a good leader? Can you say the following, "I have developed my replacement and have provided the opportunity for all those interested in becoming leaders to gain the knowledge, skill, and attitude that will promote and perpetuate the square dance activity!"

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THE ART OF LEADERSHIP

- I. Need for leaders
 - A. To build the spirit of cooperativeness, fellowship, and fun.
 - B. To achieve joint effort of officers and members.
 - C. To successfully operate an organization or club.

- II. Qualifications of leaders
 - A. Willingness to serve.
 - 1. For love of the activity and organization.
 - 2. Self-satisfaction in the job.
 - 3. For the success of the club and organization.
 - B. Ability to organize.
 - 1. To get different people to want the same thing.
 - 2. To know what is needed to successfully operate a club or organization.
 - C. Pride in the organization and activity.
 - 1. Desire to make it "the best."
 - 2. Willingness to uphold the principles and policies of the organization.
 - 3. Love of the organization and the activity.
 - D. Ability to get along with people.
 - 1. Understand that each dancer is an individual and all have shortcomings.
 - 2. To be available and receptive to dancers' ideas and criticisms.
 - E. Ability to delegate responsibility.
 - 1. Appoint dancers willing to do the work.
 - 2. Know how to lead without pushing.
 - 3. Follow up on each committee assignment.
 - F. Broadmindedness.
 - 1. To be able to listen and learn.
 - a. To profit from that teaching.
 - G. Ability to plan ahead.
 - 1. To be able to foresee necessity for changes.
 - a. To make those changes without disrupting the present.
 - H. Courage or fortitude.
 - 1. To withstand pressures, petty gripes, and jealousies.
 - 2. The strength to do what you know to be right.

- III. Responsibilities of Good Leaders
 - A. To provide a program which will allow the dancers to have fun.
 - 1. Accomplish by doing routine and functional duties.
 - 2. Creating an interesting and varied agenda of events.
 - B. To be faithful to the by-laws and the organization.
 - C. Communication with club members.
 - 1. Should be aware of their general approval or disapproval of existing program, callers, activities, etc.
 - D. Seek advice and help.
 - 1. From past office holders.
 - 2. Present club officers and members.
 - E. To train new leaders.
 - 1. To continue the work already in progress.
 - 2. To assure the continued success of the club and organization.

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SQUARE DANCING CODE OF ETHICS

I. DEFINITION OF ETHICS

Ethics are 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 spirit, all agreements, once made; and
- C. To confine any critical comment to a reasoned and temperate discussion of actions and practice.

II. DANCER ETHICS

- 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 set 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 the club, which 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 the club with the callers, other dancers, and other organizations are conducted in an ethical manner.
- F. Dancers should keep within the club any criticism of club members, club officers, or a club caller or teacher. Any criticism should be offered in a constructive manner.
- G. Dancers who feel they can no longer accept the rules and practices of a 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

HOW TO BOOK FOR DANCERS

- 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 business and honor all contracts in an ethical manner. An honest effort should be made by the club officers to resolve any problems prior to dismissal of a club 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 club to be legally and morally bound on behalf of the club.
- D. In contractual matters, the 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 classes to promote and perpetuate the square dance activity. The club should accommodate graduating dancers, or the club should provide information regarding dancing opportunities in the area.
- F. Clubs should assure that visitors or invited guests are informed of club admission policies, such as attire and admission fees, as well as dancing levels.
- G. Club 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.

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UNITED SQUARE DANCERS OF AMERICA

CODE OF CONDUCT

"Square Dancers everywhere are encouraged to comply with an appropriate Code of Conduct which 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 which 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 dancers be appealing to the eye, but also functional to the others within the square. This includes the wearing of long-sleeved shirts and ties for the men and full skirts for the ladies.

Avoidance of alcoholic beverages both before and during dances is essential to insure 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 at all times. This includes personal cleanliness, as Square Dancing is an energetic recreation, which can be offensive should adequate precautions 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 helps 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.

Adherence to these guidelines should be encouraged from the very early stages of beginners' 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 re-affirmation 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.

BYLAWS OF THE GRAND SQUARES SQUARE DANCE CLUB
Sample Bylaws by Ramona Gauthier 1986

(THIS IS A SAMPLE)

ARTICLE I - Name

The name of this non-profit organization shall be GRAND SQUARES, a member of the "Western Square Dance Federation" and "California Square Dance Council."

ARTICLE II - Object

The primary purpose of this club shall be to promote Square Dancing as a recreational activity and to further the interest and participation the member in the art and development of the Square Dance movement.

ARTICLE III - Membership

Section 1. Adult couples only, who are interested in the purpose of this organization, willing to abide by it's bylaws and able to dance at the current level of all members will be eligible for membership.

Section 2 All couples applying for membership will be required to dance for one month with the group on regular class nights before their applications are voted upon by the board of directors.

Section 3 Dues

A. The Amount of dues shall be set by the board of directors with the approval of the membership.

B. Dues shall be payable on the first day of each calendar quarter and shall be delinquent if not paid within four weeks of the due date. When delinquent a member is not in good standing and membership may be terminated by a majority vote of the Board of Directors.

Section 4. Only members in good standing shall participate in business meetings or serve in an elective or appointive position.

Section 5. Any member in good standing may be granted a leave of absence for a period not to exceed three months by written application and subject to approval by the Board of Directors. Vacations are not a valid reason for leave.

ARTICLE IV - Officers And Their Election

Section 1. The officers of this organization shall be a President, a Vice President, a Secretary, a Treasurer, and a Delegate.

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- Section 2. A nominating committee of three shall be elected on the first class night in September. The committee shall report at the annual meeting in November at which time nominations may be made from the floor. Consent of candidates must be obtained before their names are placed into nomination.
- Section 3. Election shall be by ballot unless there is but one candidate for an office, in which case the ballot for that office may be dispensed with and the election held by voice vote. A plurality vote shall elect.
- Section 4. The officers shall serve a term of one year or until their successors are elected. They shall assume office on January 1st. No officer shall serve more than two consecutive terms in the same office.
- Section 5. Any vacancy in office shall be filled by a majority vote of the Board of Directors.

ARTICLE V - Duties of Officers

- Section 1. The President shall preside at all meetings, appoint committees with the approval of the members present, call special meetings when necessary, and perform such other duties as pertain to this office. He/She shall be ex-officio-member of all committees except the nominating committee.
- Section 2. The Vice President shall assist the President and perform his/her duties in his/her absence. He/She shall be responsible for Party nights and their organization, contracting for guest callers and assigning regular monthly committees from the general membership.
- Section 3. The Secretary shall be responsible for maintaining a record of the proceedings of the club and shall perform such other duties as usually pertain to the office or as shall be assigned to that officer.
- Section 4. The Treasurer shall be responsible for maintaining a record of the fiscal affairs of the club, shall collect dues, shall keep a record of the membership, and notify members of dues delinquency. He/She shall pay all approved bills.
- Section 5. The Delegate shall represent the club at any Federation function and act as liaison officer for the club. He/She shall have an alternate to act for him/her in his/her absence.

ARTICLE VI - Meetings

- Section 1. Square Dance class nights shall be held every Thursday evening except holidays or when a majority vote changes the night.

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Sections 2. The first Thursday in November shall be the annual meeting of the club when officers are elected. Quorum shall be a majority of the membership.

Section 3. Special meeting may be called by the President, or shall be called on the written request of three active members.

ARTICLE VII. - Board of Directors

Section 1. The Board of Directors shall be authorized to conduct all business affairs of the club and will hold one meeting a month, the time and place to be determined by the board members.

Section 2. The Board of Directors shall be composed of the elected officers and each office shall have one vote. A majority shall constitute a quorum.

ARTICLE VIII - Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern in all cases not definitely provided for in these bylaws.

ARTICLE XI - Amendment of Bylaws

These bylaws can be amended at any meeting called for that purpose provided four weeks written notice of the proposed amendments is given to each member. A 2/3 vote is necessary to adopt.

ARTICLE X - Dissolution

In the event of dissolution of this club, any remaining assets shall be distributed to a charitable organization as recognized by law and selected by the Board of Directors.

CLUB MEETING

Agenda

(THIS IS A SAMPLE)

DATE: April 15, 1987 TIME: 2:00 PM
LOCATION: Multi-Purpose room, Broad View Elem. School, 1501 Apple Way,
Sacramento, CA

- | | | |
|----|---------------------------------|------------|
| 1. | CALL TO ORDER | REAGAN |
| 2. | MINUTES OF PREVIOUS MEETING | WRITERIGHT |
| 3. | TREASURES REPORT | BANKHEAD |
| 4. | CORRESPONDENCE | WRITERIGHT |
| 5. | OFFICER/COMMITTEE REPORTS | |
| | A. PRESIDENT | REAGAN |
| | B. VICE PRESIDENT | BUSH |
| | C. SECRETARY | WRITERIGHT |
| | D. ASSOCIATION DELEGATE | JONES |
| | E. SOCIAL DIRECTOR | KENNEDY |
| | F. CALLER | OSGOOD |
| | G. OTHERS | * * * |
| 6. | UNFINISHED BUSINESS | |
| | A. NOTIFICATION OF NEW OFFICERS | WRITERIGHT |
| | B. CLUB INSURANCE | PRUDENCE |
| | C. CLASS STATUS | BROWN |
| | D. SPECIAL DANCE RECAP | REED |
| | E. STATE/ASSOCIATION MEMBERSHIP | PRUDENCE |
| | F. CONTACTS WITH ABSENTEES | "EVERYONE" |
| 7. | NEW BUSINESS | |
| | A. DRAFT CLASS PLAN REVIEW | BUSH |
| | B. NEW DANCE FACILITIES | PRUDENCE |
| | C. CLASS GRADUATION | BUSH |
| | D. VISITATION | REAGAN |
| | E. CLUB PARTY | KENNEDY |
| | F. CALENDAR/NEWSLETTER REVIEW | BUSH |
| | G. OTHER | * * * |
| 8. | NEXT MEETING | BUSH |
| 9. | ADJOURNMENT | BUSH |

RULES OF ORDER *

1. ADOPTION OF MINUTES
 - A. A quorum is the minimum number of members required at meeting to make proceedings valid – either a simple majority of the membership or a percentage specified in the Bylaws.
 - B. The secretary reads the minutes after the call to order. If minutes mailed out, try to waive "reading of minutes."
 - C. The chairman asks for "errors or omissions."
 - D. Corrections are made immediately and a motion to adopt the minutes is accepted and put to the meeting.

 2. ELECTION OF CHAIRMAN AND SECRETARY
Where there are not duly elected officers, a chairman is nominated. He/she then takes the chair and calls for nominations for secretary. Nominations are never seconded. The motion "that nominations cease," requires a second.

 3. SUBJECT MATTER FOR DISCUSSION
The meeting may be broken up into small groups in order to get additional participation and considered opinions. In such groups, people express their opinions in a free and easy manner.

 4. RULES OF THE CHAIR
 - A. A majority vote decides the dispute if any ruling of the chairman is challenged.
 - B. Each speaker rises and addresses the chair, obtaining permission to speak before proceeding. No interruption is permitted except upon "a point of order," or "a question."
 - C. If the chairman wishes to take part in debate, he must turn the meeting over to some other person, and join the audience.

 5. POINT OF ORDER
 - A. The speaker must confine his remarks to the subject under discussion. A speaker may "rise to a point of order," if it appears that the chairman is permitting too much latitude (irrelevant arguments).
 - B. The speaker must resume his seat. The chairman must dispose of the "point of order" before debate continues. The person rising to a point of order cannot make a speech, but he must state his point definitely and concisely.
 - C. If the speaker is ruled to be in order, he may resume his address. If he is ruled out of order, he must give way to someone else. The chairman may ask for opinions on the matter, but he decides the issue without debate.

 6. QUESTION OF PRIVILEGE
 - A. If a member feels his own or the organization's reputation is endangered, he may raise, "a question of privilege." The procedure is the same as for a point of order.
-

7. RECOGNITION BY CHAIR

When two or more speakers rise at once, the chairman calls upon the one he first observes. Care and tact in providing all members with an opportunity to speak will help to maintain good spirit.

8. MOTIONS

- A. A motion must be moved and seconded to introduce discussions on a subject. (There are occasions when a good workable motion arises from preliminary discussion.)
- B. All motions (except in most cases, a motion to adjourn) need a seconder. In meetings of committees the custom is to accept motions without seconds.
- C. A motion should be handed to the Chairman in writing.
- D. Sometimes, "Notice of Motion" may be given by a member. He/She shows his/her intention to present a motion at the subsequent meeting. Such notice would be employed on an important matter, such as change in the constitution.
- E. A rejected motion should not come up again during the same season unless at least two-thirds of the members present approve "that the question be reconsidered."

9. SPEAK ONLY ONCE

At all but committee meetings only the mover can speak more than once to any motion. The only exception is in explanation or reply to a question. Speakers must therefore learn to assemble and consolidate their ideas.

10. RIGHT TO REPLY

- A. The mover of an original motion has the right to reply.
- B. The mover on an amendment to the Motion, or an amendment to the amendment, may speak only once
- C. The mover of an original motion may speak to an amendment without losing his right to speak again to his original motion.

11. CLOSING DEBATE ("The Previous Question")

Someone moves that "the question be now put." If seconded, no debate follows, but the chairman may accept a question. Discussion on the original motion may continue only if the motion to put the question is defeated.

12. AMENDMENTS

- A. A motion is open to amendment up to the time the question is called.
- B. The amendment must have the effect of changing the motion in detail without changing it in principle. A speaker opposed in principle simply votes in the negative.
- C. A speaker moves to amend as follows:
 - (i) Deletion – by deleting the following words, "....."

HOW TO BOOK FOR DANCERS

- (ii) Deletion for insertion – by deleting the following words and substituting therefore the following, "....."
 - (iii) Insertion or addition – by adding the following words, "....."
 - D. An amendment must be voted upon first. If it is defeated, debate continues on the original motion.
 - E. Further amendments may be proposed.
 - F. If adopted, an amendment becomes part of the original motion. The motion may be further amended, providing always that the part which has already been changed cannot be altered.
 - G. After all amendments, the chairman calls for a vote: "Is it the pleasure of the meeting to adopt the motion as amended?"
13. AMENDMENT TO THE AMENDMENT
- A. It is in order to move an amendment to a proposed amendment to the main motion.
 - B. The last amendment is always submitted for adoption first.
 - C. If the amendment to the amendment is rejected, another may be moved.
 - D. Only three questions can be before a meeting at one time – the main motion, an amendment., and an amendment to the amendment.
14. TABLED MOTION
- A. A motion is tabled (discussion postponed) by someone moving that the motion be laid on the table. This motion is not debatable.
 - B. If the tabling motion is adopted, the meeting moves to the next order of business.
 - C. When reconsideration of the tabled motion is desired, someone moves "that we do now consider the motion laid on the table," and this motion must be approved before the matter can be taken up.
15. MOTION WITHDRAWN
- A. With the consent of the seconder and the unanimous approval of the meeting, the mover may withdraw a motion or amendment.
 - B. Motions must be withdrawn in the same order they would be voted upon: an amendment must be withdrawn before a main motion.
 - C. One negative vote prevents the withdrawal of a motion.
16. PUTTING THE QUESTION
- A. If a meeting does not close debate by asking for the question, the chairman takes the vote (if sure that discussion is finished): "Is the meeting ready for the next question?"
 - B. The vote is called for by yeas and nays, show of hands, a standing vote, or ballot – which ever custom or decision determines.
 - C. The chairman votes only in the case of a tie. In the case of far-reaching decisions, a vote close to a tie would indicate the need for further study, perhaps by committee. It would be up to the chairman to suggest further study.
 - D. The chairman declares a motion "carried" or "lost."

17. CLOSING OF MEETING

- A. The chairman must entertain a motion to adjourn whenever it is presented.
- B. When agenda has been covered and business finished, the chairman asks, "Is there any other business before the meeting?" If there is none, the chairman may declare the meeting closed and leave the chair, or he may ask for a formal motion to adjourn.

Editor's Note: Rules of order are to serve as a guide to enable an orderly and logical conduct of the meeting. It is not the intent to be arbitrary or capricious, nor do we present this as a means of hampering progress. The chairman's job is to move toward the desire of the entire group. Rules of Order are a means to this end not an end in themselves.

HOW TO BOOK FOR DANCERS

PRECEDENCE OF MOTIONS

Occasions arise frequently when it is helpful for the chairman to know what order to consider the motions which are presented. Here then are some of the more common motions that may be presented and their respective order of precedence.

<u>Action</u>	<u>Vote Required</u>	<u>Remarks</u>
To Adjourn	Majority	Debatable as to time only
To Take A Recess	Majority	Not Debatable
To Raise a Question of privilege	No Vote	Not Debatable - no seconder required, may interrupt a speaker.
To Rise to a Point of Order	No Vote	Not Debatable - no seconder required may interrupt a speaker.
To Lay on or Remove From the Table	Majority	Not Debatable
The Previous Question	Two Thirds	Not Debatable
To Limit Debate	Majority	Not Debatable
To Extend Time of Debate	Majority	Not Debatable
To Postpone to a Definite Time	Majority	Debatable as to time only
To Commit or Refer	Majority	Debatable
To Amend	Majority	Debatable
The Main Motion	Majority	Debatable - NO OTHER MOTION MAY PRESENTED UNTIL THE ONE BEING CONSIDERED IS DISPOSED OF , (APPROVED, REJECTED, WITHDRAWN OR TABLED).

REFERENCES ON PARLIAMENTARY PROCEDURE

Frisby, W. G.	<u>The Conduct of a Meeting</u>	Ryerson Press, TORONTO
Bourinot, Sir John	<u>Rules of Order</u>	McClelland & Stewart, TORONTO
Davidson, Henry A.	<u>Parliamentary Procedure</u>	Ronald Press CO. NEW YORK

Extracted from LEGACY, A manual for leadership Training Program

HOW TO BOOK FOR DANCERS

CLUB OFFICER INSTALLATION CEREMONY

(Sample)

Will those of you who have accepted offices of the _____ Club step forward and form a square? Now will the rest of the members present form a circle surrounding your new offices?

This is the most important square you will ever be in--the leadership square of the _____ Club.

Light the first candle

The first candle of the square is that of Treasurer. In holding this office you will handle the monies to keep the club operating smoothly by keeping all the bills paid and the dues collected. You will need patience to maintain your dignity during this year. _____, do you accept this responsibility?

Light the second candle

The second candle of the square is that of Secretary. You will handle all correspondence, mail out notices and handle all publicity for the club. This is a major part of keeping your club known around the State. The harder you work; the better the club. _____, do you accept this responsibility?

Light the third candle

The third candle of the square is that of Vice President. Hopefully you will have an easy year backing up our President. You will be available to assist whenever needed and handle the parties. You will greet the guests and make them feel a part of the club even for one evening. _____, do you accept this responsibility?

Light the fourth candle

The fourth candle of the square is that of President and has to be lit to complete the square. Your job is far from an easy one. The responsibility for keeping harmony and enthusiasm in the club lies with you. Not enough can be said about how important this is. You will also be expected to attend all dances, if possible, introduce guests and callers who are present. You will find the more outgoing you are as President, the more outgoing the club will be. _____, do you accept this responsibility?

Now that you have accepted these offices, your real journey for the year has just started. As a square of officers, you can accomplish miracles, but if part of the square lets its candle go out, the club will suffer.

This year should be a year of FUN, which has "U" in the center.

Now to the Club: it is your responsibility to be available to do whatever the officers of the lead square asks of you. Four couples do not make a club a success. It takes every single member. Do each and every one of you accept your responsibility for this next year?

Congratulations to all of you!

CLUB PRESIDENT

1. Presides over all meetings of the Club and Board of Directors.
Emcees Club meetings, dances, and functions.
Chairs Club Business Meetings.
Assures preparation and distribution of advance "Agenda" for all Meetings.
2. Conducts the business of the Club.
Conducts business in accordance with the current Club Constitution Bylaws and Policies.
Signs all correspondence in the name of the Club.
Promotes accepted square dance practices within the Club.
Develops and promotes plans and policies to ensure the well being of the membership.
Confirms, via correspondence, the following items.
 - (a) Hall rental arrangements for dances, meetings, and classes.
 - (b) Contracts with Club Caller or Special Dance Callers.
 - (c) Notification of change of officers to appropriate organizations.Formulates and maintains Club calendar (1 mo., 3 mo., 12 mo.)
Implements telephone committee actions for emphasis of events, program changes, and emergency actions.
3. Appoint or reappoint Committee Chairmen and assign such duties as necessary to further the aims and activities of the Club.
4. Assure that members of the Board of Directors are completely briefed and involved in absolutely everything the Club is doing.
5. Promote and support special social activities to maintain membership interest, involvement, and retention.
 - Visitations to other Clubs
 - Exhibitions
 - Badge activities
 - Theme Dances (Hobo, Valentine, etc.)
 - Area and State Festivals
 - Parties
 - Leadership classes
 - Charity events.
6. Support area and State square dance organizations, festivals, activities, and Conventions.
7. Participate in all Club functions.
 - Assure - Hall is open at least 30 minutes early.
 - Assure - Hall is ready - utilities, chairs, tables, banner, bulletin board, literature, handouts, etc., 15 minutes before the dance.
 - Assist in welcoming members and guests as they arrive.
 - Plan for and make announcements to pass on Club information and related square dance events, introduce guests and visiting dancers, recognize Area and State Officers, recognize performance and special achievements of the caller, caller's partner, Club members, and other individuals as appropriate.
 - Assist in bidding farewell to members and guests as they depart.
 - Assure - Hall is secured (clean and locked) at the end of the function.

HOW TO BOOK FOR DANCERS

8. Set an example for Club officers and members to follow, including dress, badge, promptness, enthusiasm, knowledge of the square dance activity in your community and surrounding area.
9. Supervise activities of Club officers, insure they are performing their duties and responsibilities in the best interest of the Club.
10. Assure that a club Newsletter is prepared and distributed to all club members periodically (Monthly).

A PRESIDENT'S NOTEBOOK

Every president has been in the position of assuming responsibilities shortly after election and wondering if he will make the same mistakes as his predecessor.

Here is an idea from a square dancer in Rising Sun, Maryland who suggests the following:
A President's turn-over book!

This is a book that is kept up-to-date by each president, listing all the minute details that the president is concerned with to enable him to efficiently keep the club running smoothly.

For example: The book can be divided into two sections.

Section One:

General Information - i.e. monthly report to Park and Rec with a sample form.
How to request the use of the school each year. Janitor's phone number and address.

Also included:

- Ten Commandments for Square Dancers
- Constitution and By-Laws of the Club
- Other

Section Two:

Badge Information
Class Promotion Ideas
Constitution and By-Laws (old samples)
Dance Schedules (samples)
Association By-Laws and News
Financial Reports (yearly)
Initiation Ceremony/Skits
Insurance Papers/Correspondence
Letters, etc. from/to the President
Lists of Club Members (old samples)
Publicity Samples
Special Dance Flyers

We all know that an outgoing president does his club and the square dance movement itself a great deal of harm if some form of continuity is not provided for his office.

A President's Turn-over book, modified to fit the needs of each club is the answer!

UNITED SQUARE DANCES OF AMERICA



HOW TO BOOK FOR DANCERS

CLUB VICE PRESIDENT

1. Assumes responsibilities and duties of President in the event of his absence.
2. Serves as Club Parliamentarian and assures that the Constitution, By-Laws and policies of the Club are implemented.
3. Serves as the "Official Greeter" of Club members and guests at Club functions.
4. Serves as Chairman of the Membership Committee and is responsible for bringing names of potential new members before the Club members for a vote. The VP will provide new members with a packet of Club information to include: Club History, Constitution, By-Laws, Policies, Current Club Roster of Club and Class, Class Plan, Club Calendar, Responsibilities of Officers, Badges and other data as appropriate.
5. Responsible for planning, administering and reporting all activities involved with the training of the yearly square dance class:
 - Coordinate joint Area Class Dance (if one is sponsored).
 - Prepare final draft Class Plan.
 - Open and set up class facility at least 30 minutes prior to start of class.
 - Secure building after checking cleanliness, lights, etc.
 - Maintain Class and Club attendance records nightly.
 - Call absentees - give encouragement to all sessions.
 - Issue and collect student badges.
 - Distribute and discuss student handbooks, handouts, information sheets, etc.
 - Issue "Goofers Permits" and fun badges as appropriate. Coordinate with the caller and spread the badges around to all students.
 - Report weekly to the Club of class activities and obtain the necessary participation (Angels) to assure all students are dancing.
 - Keep class abreast of Club activities - special dances, parties, elections, etc.
 - Encourage maximum Club participation during the last four weeks of class to give the class members a feeling of belonging and to permit the Club members to become acquainted with the class members.
 - Present recommendations of the Club Caller to the Board of Directors regarding dancers who are not attaining the desired goals of the class.
 - Advise Club Treasurer in advance of any date the class facility is not used as planned.
 - Assure refreshments are made available for the class.
 - Assure Square Dancing briefing is presented to the class covering all aspects of the square dance hobby.
6. Support Area and State square dance organizations, festivals, activities, and conventions.
7. Participate in all Club functions.
 - Assist in the preparation of the dance facility at least 30 minutes prior to the start of function.
 - Assist in the setting up of chairs, tables, banner, bulletin board, literature display, etc. to be completed 15 minutes prior to start of dance.
 - Welcome members and guests as they arrive and bid farewell as they depart.
 - Assist in the cleanup of the facility at the end of the dance or activity.
8. Set an example for other officers and Club members to follow to include: dress, badge, promptness, enthusiasm, knowledge of square dance community activities.
9. Perform other duties as assigned by the President.

CLUB SECRETARY

1. Prepare Official Club correspondence and related documents.
Offers, confirmation letters, contracts, etc.
Notification of newly elected Club Officers.
Club Roster.
Election Ballots.
Other correspondence/documents are required.
2. Performs as Club reporter and librarian.
Articles for publication in Area/State Newsletters.
Articles for publication in local media.
Notification of dance dates, specials, etc.
3. Maintains Guest Book and places it in a conspicuous place at each dance. Temporary name stickers will be placed next to the Guest Book.
4. Serves as Custodian of Club records, correspondence, books, magazines, etc.
5. Prepares and distributes minutes of Board of Directors Meetings to all Officers within ten (10) days of the meeting.
6. Maintain and post on Bulletin Board, the Club Calendar of Events, (1 mo., 3 mo., 12 mo.). Calendar shall depict significant Club and related square dance events. Calendar shall be updated as required to reflect newly scheduled activities. Extra copies of the Calendar and other documents (Rosters, Flyers, etc.) will be made available to Club membership.
7. Support Area and State square dance organizations, festivals, activities, and conventions.
8. Participate in all club functions.
Assist in the preparation of the dance facility at least 30 minutes prior to start of function.
Assist in the set up of chairs, tables, banner, bulletin board, literature display, etc., to be completed 15 minutes prior to start of the dance activity.
Welcome members and guests as they arrive and bid farewell as they depart.
Assist in the clean up of the facility at the end of the dance or activity.
9. Set an example for other Officers and Club Members to follow, to include;
Dress, badge, promptness, enthusiasm, knowledge of the square dance activity, etc.
10. Perform other duties as assigned by the President.

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UNITED SQUARE DANCERS OF AMERICA

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HOW TO BOOK FOR DANCERS

CLUB TREASURER

1. Receive and disburse all Club monies.
Receive/collect dues from the membership.
Receive funds from special dances and other activities.
Make disbursements for all Club financial obligations.
Deposit all Club monies in a bank approved by the Board of Directors.
2. Prepare and present Club monthly/quarterly/annual financial reports and projections to the Board of Directors as required.
3. Post a club quarterly financial report in a conspicuous place for Club membership to review.
4. Keep and preserve all financial records of the Club. Authenticate all Club expenditures by receipts, certifications, etc.
5. Sign all checks for the payment of money from the Club account. Prepare and execute authorized check signature forms when appropriate. Use two signatures on all checks issued.
6. Notify members of delinquent accounts - 30 days after dues become due and payable.
7. Keep the Board of Directors apprised of delinquent accounts.
8. Support Area and State square dance organizations, festivals, activities and conventions.
9. Participate in all Club functions.
Assist in the preparation of the dance facility at least 30 minutes prior to start of function.
Assist in the set up of chairs, tables, banner, bulletin board, literature display, etc., to be completed 15 minutes prior to start of the dance or activity.
Welcome members and guests as they arrive and bid farewell as they depart.
Assist in the clean up of the facility at the end of the dance or activity.
10. Set an example for other Officers and Club Members to follow, to include;
Dress, badge, promptness, enthusiasm, knowledge of the square dance activity, community activities, etc.
11. Perform other duties as assigned by the President.

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AUDITING REPORT

Name of Organization

Has had the financial records audited this

(Date)

BY

Title _____

Title _____

Title _____

(Three (3) signatures are required.)

Financial records can be audited by anyone on the Board. The Treasurer *cannot* be one of the auditors, but may assist the auditors in finding the receipts, checks, etc. It is not necessary to pay a CPA to do this auditing.

WE FIND THE FINANCIAL RECORDS OF THE

Name of Organization

TO BE IN GOOD FINANCIAL ORDER.

Receipts balance	Yes ___ No ___
Disbursements balance	Yes ___ No ___
Check book balances with Bank Statement	Yes ___ No ___

BALANCE FROM LAST YEAR \$ _____

DEPOSITS (Add to balance) \$ _____

DISBURSEMENTS (Subtract from total) \$ _____

TOTAL \$ _____

Any questions Contact: _____ Nat'l Treas.

Address: _____

City: _____ State _____ Zip _____

Phone: _____

TWO METHODS OF FILING FOR EXEMPT STATUS

1. Charitable, educational, religious
 - a. Contributions deductible, exempt from corporate income tax.
 - b. File Form 1023, Form SS-4, and Form 8718.
 - c. Fee \$150 or \$300 on Form 8718, depending on gross income.
2. Social, Sports, Civic
 - a. Contributions not deductible, exempt from corporate income tax.
 - b. File Form 1024, Form SS-4, and Form 8718.
 - c. Fee \$150 or \$300 on Form 8718, depending on gross income.

ANNUAL REPORT, FORM 990 OR 990EZ

1. No filing requirement for Form 990 or 990EZ, if gross receipts are \$25,000 or less.
2. If gross receipts are between \$25,000 and \$100,000, file Form 990EZ.
3. If gross receipts in excess of \$100,000, file Form 990.

Once the State or regional organization is recognized under a group exemption number (GEN), then all the local clubs will be under that parent umbrella.

If local clubs need separate Federal Identifying numbers for banking purposes, they would fill out Form SS-4 (see attached), and call in their information to their local IRS Service Center. The number can be issued within one or two days (see back of Form SS-4 example for instructions).

If State or regional clubs hire secretaries or other employees to perform services, then employment tax regulations must be met by the filing of Form 941, Form W-2, Form W-3, etc.

If clubs contract with callers (who are set up as self-employed and call for many different clubs), then Form 1099-MISC and Form 1096 must be filed, if the caller is paid in excess of \$600 in one year.

If a club hires a caller (who only calls for that club and no others), that caller may be considered an employee and subject to the regular employment tax regulations (Form 941, Form W-2, W-3, etc.; see Publication 937).

SS-4 FORM GOES ON THIS PAGE

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HOW TO BOOK FOR DANCERS

WHERE TO GET HELP?

Call the toll-free number (1-800-829-1040) to find the exempt organization technical number for your area or write to:

If the main place of business or office of the organization is one of the districts or locations shown

Send your application to the key district listed below

Brooklyn, Albany, Augusta, Boston, Buffalo, Burlington, Hartford, Manhattan, Portsmouth, Providence

Internal Revenue Service
EP/EO Division
P.O. Box 1680, GPO
Brooklyn, NY 11202

Baltimore, District of Columbia, Pittsburgh, Richmond, Newark, Philadelphia, Wilmington, any US Possession or foreign country

Internal Revenue Service
EP/EO Division
P.O. Box 17010
Baltimore, MD 21203

Cincinnati, Cleveland, Detroit, Indianapolis, Louisville, Parkersburg

Internal Revenue Service
EP/EO Division
P.O. Box 3159
Cincinnati, OH 45201

Dallas, Albuquerque, Austin, Cheyenne, Denver, Houston, Oklahoma City, Phoenix, Salt Lake City, Wichita

Internal Revenue Service
EP/EO Division
Mail code 4950 DAL
1100 Commerce Street
Dallas, TX 75242

Atlanta, Birmingham, Columbus, Ft. Lauderdale, Greensboro, Jackson, Jacksonville, Little Rock, Nashville, New Orleans

Internal Revenue Service
EP/EO Division
C-1130
Atlanta, GA 30301

Anchorage, Las Vegas, Boise, Los Angeles, Honolulu, Portland, Laguna Niguel, San Jose, Seattle

Internal Revenue Service
EO Application Receiving
Room 5127 P.O. Box 486
Los Angeles, CA 90053-0486

Sacramento
San Francisco

Internal Revenue Service
EO Application Receiving
Stop SF 4446
P.O. Box 36001
San Francisco, CA 94102

Chicago, Aberdeen, Des Moines, Fargo, Helena, Milwaukee, Omaha, St. Louis, St. Paul, Springfield

Internal Revenue Service
EP/EO Division
230 S. Dearborn DPN 20-5
Chicago, IL 60604

Scan flyer:
Need an Employer Identification Number Fast? Call!!

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HOW TO BOOK FOR DANCERS

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HOWDOWN CHAIRMAN

Now that your club has decided to have a "Hoedown," you, as a leader in your club, should treat this as a business venture; with the intention of meeting financial obligations involved.

Listed below are a few items that should be addressed:

Date / Time	Pre-Rounds	Badge Dance?
Donation	Rounds between Tips	Publicity
Hall	Level of rounds	Decorations
Caller	Level of Squares	Door Prizes
Insurance	Theme	Hoedown Committee

TAKE ONE STEP AT A TIME

1. Decide when you want to have the dance. Check your Association Calendar for a list of future dance dates in your area. Pick a date that does not conflict with other events if possible! If your club has a set date, you have no worry.
2. If you use your regular hall, you know the rent, etc.; but if you wish to rent a larger hall, check the cost, availability, insurance requirements, deposit, and restrictions imposed by the owner. (Guards in parking lot).
3. Publicity: Type and cost of ads must be decided well in advance, as most publications require "Photo ready" copy 30 days ahead of printing date and advance notice should be given to dancers so they may plan to attend your Hoedown.
4. Normally club members donate refreshments and possibly the decorations; but you should place a fair market value on them, as this is a cost to the club and possibly should be included in your tax report.
5. After a date and the hall, a most important consideration is the Caller. You must determine how much you can afford for their fee.

A simple formula - "INCOME less COST = CALLER FEE"

How do you determine INCOME?

Measure the dance area in the hall and divide it into 10' x 10' squares, multiply by 8 and you have the maximum count for comfortable dancing. Donations (fees) for dances are generally fixed, so from these figures you can determine a maximum income. A check of similar dance events in your area should give you an idea of expected attendance.

Putting it all together, you have known cost vs. projected income. The remainder is the amount from which the caller/cuer fee must come. If your dance is a benefit or fund raiser, a percentage should be deducted prior to considering what remains for caller/cuer fees. If the caller wants a percentage, you can still estimate what percentage you can afford without losing money on your dance.

If your publicity is successful and you fill the hall, both your club and the caller will share a successful "HOEDOWN." Good Luck!

HOW TO BOOK FOR DANCERS

FACILITIES

(Reprinted from "Mini Legacy" Manual)

The school, church, or hall usually provides a contract form. The following guidelines can be used in a self-written contract or added to their contract.

1. NAME

Name, address, and phone number of the facility to be rented.

2. SPONSORING ORGANIZATION

Name, address, and phone number of the club or association that is sponsoring the dance. Also include name and phone of the club contact.

3. DATE AND TIME

Dates and times the facility is to be occupied: The time is a very important factor and should include the time of the dance, plus the time involved in setting up equipment, decorating, and removal of these items. Many places charge on an hourly basis and you pay for every minute you are there.

4. AREA

You should define the area or areas of the facility you are renting, such as Gym, Cafeteria, Stage, etc. Many places are rented by the square foot or individual room. There also can be restrictions against free movement in other areas of the building. Some facilities also have a priority or pre-empting clause that could cancel your dance in favor of their own activity. This usually carries a notification date.

5. FEE

Be certain everything is covered in these negotiations. Many times the custodial fees, taxes, etc. can be more costly than the building rental. Check to see if the dancers or the custodian is to return chairs, tables, etc. to their original places in the rooms rented.

6. REFRESHMENTS

If you wish to serve food, get permission, whether it be a dinner or only merely coffee. Some facilities will limit the areas where you can serve or eat food. Schools usually allow no food in the gymnasium. Other facilities will only let you have coffee if they supply it. If you agree to their coffee, be sure you know the price. It can be exorbitant.

7. INSURANCE

The facility may require you to have insurance coverage before considering your contract.

8. SIGNATURES

The contract should be signed by an authorized person from the facility and the sponsoring organization.

CALIFORNIA SQUARE DANCE COUNCIL INSURANCE PROGRAM

The California State Council and its member associations are members of the United Square Dancers of America (USDA). USDA negotiates an insurance policy for their affiliate members. This is a group coverage policy and is offered to all member dancers and clubs who belong to one of the affiliate organizations of USDA. The USDA Insurance Chairman is the holder of the Master Policy and will answer questions regarding the coverage. These questions should be directed to your State Council Insurance Chairman. If this person cannot answer the questions, USDA will be contacted.

The member cost is established by USDA and may be increased by affiliate members to cover such items as extra coverage and administration cost. Monies collected for insurance will be used for that designated use only.

Clubs and Associations need to be covered by insurance to provide protection to their members. Almost all of the facility contracts that are entered into require some type of liability insurance coverage.

COVERAGE

The policy provides one million dollars coverage (\$1,000,000) Combined Single Limit of Liability for bodily injury and property damage, one million dollars (\$1,000,000) Fire Legal Liability. Accident Medical benefits provided are: \$5,000 accidental death, \$7,500 accidental dismemberment, and up to \$10,000 accidental medical expenses. The accident medical expense benefit is excess; over and above the individual's personal medical coverage. There is a limitation or "aggregate," of \$1,000,000 for all Product Liability claims combined. This includes Product Liability for food and beverages served at a dance (i.e.) when a person claims that, after eating food, he/she became ill and needed medical attention for which expenses were incurred.

The extra coverage for the Fire Legal Liability is only for those affiliates in the California Square Dance Council. The extra coverage for the Fire Legal Liability was voted in by Council at the August, 1988 meeting. The premium for this coverage was picked up by council from the Insurance Fund for the 1989 year. An assessment will be established by council to cover this premium and will be added to the member's fee for insurance.

The accident insurance protects its members from financial loss due to accidental bodily injury while participating in any regularly scheduled or sponsored square dance activity worldwide. As part of this coverage, members are covered while group traveling in approved commercially licensed common carrier to and from a covered activity. The liability insurance protects members, club, and association officials from financial loss due to unforeseen incidents, which may develop into litigation.

Each year, USDA will provide a brochure that tells what is covered and what is not. These will be available from the State Chairman and will be forwarded to your association. You should make these available to each club in your association and ask that they display it on a club bulletin board.

HOW TO BOOK FOR DANCERS

CLAIMS

All claims will be submitted through the Association and the State Insurance Chairman. Claimants will deal directly with the Association Chairman and that person will monitor all claims requested. Blank claim forms should not be given to the clubs or other members of the club, only the claimant. The claimant should be instructed not to leave the claim form with the treating physician or hospital for them to mail. The claimant should forward the claim to their Association Insurance Chairman. Do not send claim forms directly to the Rhulen Insurance Agency or directly to the USDA Insurance Chairman. This will only delay the processing of the claim.

Persons injured at a sponsored function and require medical attention should submit all medical bills and expenses when they file their claims. If billings are not available, a claim form must be filed within twenty (20) days of the accident. The claim form should be completely filled in and all questions answered. If a member has other insurance that covers medical expenses resulting from injuries, the USDA insurance will pay all covered costs not paid by the member's primary insurance, up to the limits of this policy. A claim will be processed more efficiently if a letter of denial or explanation of benefits from the primary carrier is included with the claim material. The accidental death and dismemberment provisions are not affected by any other insurance.

Any damage to a facility should be documented and bills and/or cost estimates to make repairs should be included with a letter to the State Council Insurance Chairman. A separate claim form will be sent to you for damage to a facility. There is a one-hundred-dollar (\$100.00) deductible for the Liability portion of the coverage.

Once a claim is filed, the insurance carrier will be in contact with the claimant. It is very important that these claim forms be filled out as completely as possible. If a claimant lists no other insurance coverage, it will take considerably longer to process the claim. The insurance provider will do an insurance history on the claimant. This can take thirty to forty-five days after the carrier receives the claim form.

The claimant will be notified by the State Council Insurance Chairman of the receipt of the claim. The Association Insurance chairman will receive a copy of the letter sent to the claimant from the State Council Insurance Chairman. Each time bills or correspondence are sent to the State Council Insurance Chairman regarding a claim, the Association Chairman will receive a summary of those bills and when they were received by the State Council Insurance Chairman and then forwarded to USDA.

It is the responsibility of the Association Insurance Chairman to stay in contact with the claimant and answer questions and provide help in getting the claim processed.

FEDERATION OR ASSOCIATION CLUB LISTING

ADDITIONAL NAMED INSURED

The "Federation or Association Club Listing" is the form used to request insurance or a change. This is a four (4) part form that is made out by the Association Insurance Chairman and then forwarded to the State Council Chairman. The Association will retain the "Golden Rod" copy and send the other three copies to the State.

HOW TO BOOK FOR DANCERS

The form may be used to list one (1) club with four events or, four (4) separate clubs. (See samples of this form.) The number of members is listed only once and that is when you initially file for insurance. After the club has filed, the number of members need not be filled in.

A lot of State, County, Cities, various organizations, and private owners require that in order to use their facilities, they be named as "Additional Named Insured." These facility owners are also requiring that "Special Wording" be included on the Certificates. This is starting to become a normal procedure for them to take. It is recommended, when a club is to rent a facility, they inquire if a Certificate of Additional Named Insured is needed. If one is required, the club is to obtain a letter from the facility, on the facility's letterhead, which outlines the required wording that will be needed to be put on the Certificate.

The request and letter will be forwarded through the Association Insurance Chairperson and on to the State Chairman. The process will take at least thirty to forty-five days to complete. You should encourage your clubs to plan ahead for these events.

FIRE LEGAL LIABILITY

The California State Square Dance Council and their member Association are the only affiliate member of the USDA Program that pay for extra fire coverage. You will receive a copy of the "Rider" each year. Attach a copy of this rider to each certificate issued.

NOTIFICATION OF AN EVENT

If a club is going to change their dance location, do an exhibition, or go on a group travel, and no Certificate is required, an "Event Notification" form will have to be submitted. This form should be in the hands of the State Chairman at least thirty (30) days prior to the event. If a club is only to be relocated for one or two meetings, you must notify the State Insurance Chairman via this form. He will in turn notify the USDA Chairman and the club will be covered for the duration.

GROUP TRAVEL

From time to time, clubs organize bus trips to visit other clubs or attend various functions. Group travel coverage shall be covered under this policy subject to the following considerations:

- A group shall be defined as ten (10) or more covered members of the USDA Insurance Program.
- Coverage will commence upon departure from a single common meeting point and continue in force during scheduled, sponsored, and supervised dancing activities and meetings.
- Travel must be continuous and uninterrupted between point of origin and point of destination, subject to a minimum of 25 miles one way.
- Vehicle must be commercially licensed for the transport of passengers; vehicle must be operated by a person who holds a valid operator's license for such vehicle.

HOW TO BOOK FOR DANCERS

Have your clubs notify you when they are planning these trips, and you in turn notify the State Insurance Chairman with the following information:

- Point of origin to destination
- The approximate number of miles one way
- The date and time the group plans to leave and return
- The mode of transportation and the company who is providing the service

This information will then be passed on to the USDA Insurance Chairman, and the group will then be covered.

Some questions have come up about dancers being covered while traveling from home to a dance, and then returning home using their own vehicles. They are not covered under this policy. They are only covered while at the function or when traveling in a common carrier as noted above.

FACILITY CHECK LIST

It is recommended that Association Insurance Chairpersons develop a Facility Checklist, and ask that member clubs use this list to insure for the safety of their members. That checklist should include the following items:

- Address and name of the facility
- Date and time that the facility was checked.

A safety checklist of the following items:

1. Parking lots and lighting
2. Entry ways and fire exits
3. Dance floors
4. Hall lighting
5. Kitchen facilities
6. Rest room facilities
7. Electrical outlets
8. Stage area and the steps leading to the area
9. Furniture, Chairs, Tables
10. Smoke Detectors and Fire Extinguisher

EMERGENCY PHONE NUMBERS

It is suggested that Association Insurance Chairman stress the recommendation of State Council to have club members put an emergency phone number on the back of their club badges.

EMERGENCY CALL FOR MEDICAL AID

HOW TO BOOK FOR DANCERS

You should also review the procedures for "Emergency Call for Medical Aid" and have your clubs go through the procedure so they are aware of what to do in case a dancer has a medical problem on the dance floor. Some Associations are looking into having CPR training available to their dancers. You may want to suggest that your Association look into this.

FREQUENTLY ASKED QUESTIONS

1. Who is covered as an insured?

The club and its members while participating in club or organization sponsored and supervised dancing activities.

2. Is our Caller/Cuer covered under this insurance?

If the Caller/Cuer is a dues-paying member of the club, and that person is on the floor dancing, they would be covered. The Caller/Cuer, whether a member of a club or not, is not covered by this insurance when calling at his/her club, other clubs, or elsewhere.

NOTE: Caller/Cuers are usually covered under their own policy for their equipment.

3. Are picnics, camp outs, snow trips and other non-dancing activities covered by this insurance?

No. Other arrangements should be made for these single activities.

4. I belong to several clubs. Do I have to pay insurance to each club I belong to?

No. You only pay your insurance to one club, and it is your choice to which one you pay.

5. Once our club pays its annual premium, do we have to pay for additional members who sign up after the payment is made?

No. You should advise your Association Insurance Chairman of all new incoming members, and provide an updated roster of names.

6. Do our class members pay for insurance?

No. Once the club pays its annual premium, class members are automatically covered. You should provide an updated roster of class members to your Association Insurance Chairman.

7. We are going on a Square Dance shipboard cruise. Will our insurance be in effect?

In the event dancers participate in an ocean cruise, and participate in a square/round/clog dance event on board ship or on shore, coverage is in effect only while engaged in the dance activity on the floor, and not on the premises, as would be the case under normal dancing conditions.

PICTURE HERE

INSPECTION OF PREMISES FOR CONDITIONS OF SAFE USE

LOCATION _____

PARKING LOT AREA

OUTSIDE LIGHTING

ENTRANCE AREA

SQUARE DANCING AREA

CALLER'S AREA ON STAGE

KITCHEN and DINING ROOM AREAS

TOILETS

LIGHTING FACILITIES

FURNITURE

WINDOWS and DRAPES

WATER DISPENSERS

We have inspected the square dance facilities provided for our use, both before and at the conclusion of our dance. We find all conditions to be normal and acceptable for safe use, except as noted above.

Signed: _____ Date _____

Signed: _____ Date _____

Name of Square Dance Club

Custodian Date _____

NOTE: MAKE IN DUPLICATE - CLUB 1 COPY, CUSTODIAN 1 COPY

HOW TO BOOK FOR DANCERS

REQUEST FOR ADDITIONAL NAMED INSURED

Date: _____

Club Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

SPECIAL EVENTS ADDITIONAL INSURED

Function: Class _____ Special Dance _____ Other _____

Number of members: _____

Date(s) of function/event: _____

Facility being used: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Name as Additional Insured: _____

City: _____ State: _____ Zip: _____

NOTICE

REQUEST FOR ADDITIONAL NAMED INSURED COULD TAKE UP TO EIGHT (8) WEEKS TO BE PROCESSED. PLAN AHEAD.

Club President: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Signature: _____

Mail to: Insurance Chairman

CALIFORNIA SQUARE DANCE COUNCIL INSURANCE PROGRAM

NOTIFICATION OF AN EVENT

This form is to be used for notification of an event, and no Certificate is required. If the facility requires a certificate or to be named as "Additional Named Insured," use the "Federation Association Club Listing" form.

ASSOCIATION: _____
INSURANCE CHAIRMAN: _____
CHAIRMAN'S ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TELEPHONE NO.: _____

TYPE OF FUNCTION - CHECK ONE

_____ Exhibition Dance _____ Club Dance _____ Group Travel

Club Name: _____

Club Address: _____

City: _____ State: _____ Zip: _____

Date of function: _____

Facility being used: _____

Street Address: _____

City: _____ State: _____ Zip: _____

GROUP TRAVEL INFORMATION

Date of Trip: _____ Departure time: _____

Departing from (City/State): _____

Destination (City/State): _____

Number of Miles (one way): _____

Carrier: _____

Mail to: Insurance Chairman

CALIFORNIA SQUARE DANCE COUNCIL INSURANCE PROGRAM

EXHIBITION DANCE

Association: _____

Club: _____

Date of Exhibition: _____

Location: _____

Address: _____

City: _____ State: _____

Club contact person: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Signature of Association Insurance Chairman: _____

GROUP TRAVEL

Association: _____

Club: _____

Date of Trip: _____

Departing from (City/State: _____

Date/Time: _____

Destination: _____

Number of miles (one way) _____

Carrier: _____

Club contact person: _____ Phone: _____

Signature of Association Insurance Chairman: _____

HOW TO BOOK FOR DANCERS

Mail to: Insurance Chairman

CLUB MEMBER

1. Wear proper square dance attire and badge at all club functions; be socially clean, courteous and pleasant.
2. Arrive at the club early and be ready to dance the first tip.
3. Attend workshops to learn new calls and improve your dancing ability; know and adhere to your dance level.
4. Accept help from - and be helpful to - others.
5. Share dance time. Dance with visitors, singles, Caller's Partner - don't be exclusive - no cliques!
6. Know your leaders and the relationship of your caller to the club.
7. Talk to the caller and club leaders about your problems and desires for the club.
8. Assist leaders in set up and clean up of hall; volunteer to perform club functions without being asked.
9. Serve in positions of responsibility. It's your duty to help. It's *your* club and surely you want the BEST!
10. Recruit and assist new dancers. Be an "Angel!"
11. Stay for the entire dance if possible. Dance the last tip.
12. Be courteous to speakers, leaders, and callers. Be a good listener. Listen attentively to all club announcements.
13. Be financially responsible. Pay club dues in advance without being asked.
14. Participate in all club visitations, exhibitions, charity activities, and other functions.
15. Attend seminars, mini-legacies, and other leadership training programs.
16. Form your squares promptly and welcome anyone who joins the square. Introduce yourself before the calls start.
17. Be tolerant and polite to new dancers and senior dancers.
18. Never walk through a square or leave a square. Join the nearest square that is forming.
19. Be loyal to - and honor - your club, your club caller, and your club officers.

HOW TO BOOK FOR DANCERS

20. Introduce yourself to visitors and guests, make them feel welcome, get acquainted with everyone.
"An unknown Square Dancer is a FRIEND you haven't met."
21. Be a smooth dancer. Guide your partner - don't shove, push, or jerk.
22. End each tip with applause and thanks to all your square and mean it.
23. Friendliness and good humor contribute to the enjoyment of dancing.
24. No drinking of alcoholic beverages before or during the dance.
25. Thank everyone who made your evening a pleasant one - the caller, club leaders, guests, etc. Your "Thanks" is their "pay."
26. Forget your cares and woes. Enjoy the fun and fellowship of square dancing!
27. Set a good example for other club members to follow.

THE SQUARE DANCERS PLEDGE

"With all my ability, I will do my best to help keep Square Dancing the enjoyable, wholesome, friendly, and inspiring activity I know it to be. This I pledge in the sincere desire that it may grow naturally and unexploited in the coming years and be available to all those who seek the opportunity for friendship, fun, and harmony -- through Square Dancing!"

Picture here

CLUB NEWSLETTER

1. PURPOSE: Disseminate information to Club members.
2. WHY: Keep members informed of Club activities and plans.
Assure *all* members are aware of Club actions.
Make absent members wish they had not missed Club nights.
Encourage all members to attend future events.
3. WHO: Prepared by Club officer or designated Club editor.
4. WHEN: Normally a monthly publication.
Regular schedule - first of the month, 15th of the month, etc.
5. WHERE: Distributed at the Club dance night.
Those not picked up are mailed the next day. (Do not delay.)
6. WHAT: Contents must attract interest of readers.
Report immediate past club activities.
Contents must be accurate, factual, brief, and impartial.
Must be in good taste and in good judgement.
Highlight long-range plans and schedule of Club events.
Reports activity of Area, State, and National activities.
Club/class information, sickness, etc.
Recognition and thanks for special Club support.
7. HOW: Typewritten on club stationary or good paper with Club logo.
Use photographs if possible.
Use names to maximum extent possible - members and visitors.
Make it neat and attractive.
8. REVIEW: Be your worst critic.
Check factual details.
Correct typographical errors - if in doubt, check it out.
Does it inform you and attract your attention? If not, rework it.
Make the reader proud of you, the editor, and the Club!

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CLUB DELEGATES

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RESPONSIBILITIES / DUTIES OF THE CLUB DELEGATE

This group is probably the most important group in square dancing. The club delegates elect the association officers and the association officers elect the State officers and make the policies and rules which govern our wonderful activity.

1. Delegates should be selected who will attend all meetings and they should work continuously for the betterment of square dancing. Delegates too busy to fully carry out their duties should be replaced.
2. Delegates should get the opinion of dancers in their area on specific questions and vote so as to satisfy the majority.
3. Report back to clubs on what happens at the local and State meetings.
4. Publicize all clubs, association, and State activities to all dancers so they may benefit.
5. Seek to keep new dancers developing and to keep clubs strong and active.
6. Encourage prospective dancers to join new classes -- know starting dates.
7. Keep association and State officers informed on your club activities -- they want to help you.
8. Explain the State and association organizations to new (as well as old) members of your club. Be sure everyone fully understands and appreciates these groups.
9. Cooperate in every way possible with association and State officers. The many hours they devote to their position is done only so you, your club, and dancers can receive even more enjoyment from square dancing -- this finest of recreations!
10. Encourage visitation among other members when you visit other clubs.
11. Always keep the future of square dancing in mind when you vote on any constitutional change.
 - A. Constitutional changes are often easy to vote in and hard to vote out.
 - B. Constitutional changes that are not for the betterment of square dancing and all concerned are not good; you should raise your voice and give your opinion.

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CLUB CALLER

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1. Maintain Club dancing proficiency at the level designated by the Board of Directors of the Club.
2. Conduct Club dances as scheduled by the Board of Directors.
3. Provide all sound equipment and records. Latest records will be utilized as deemed desirable by the Caller.
4. Conduct Club classes in Western Style Square Dancing as scheduled by the Club Board of Directors.
5. Obtain approval of the Club President of substitute Caller in the event of absence.
6. Attend Club Board of Directors meetings in an advisory capacity. Report on activities of Local and State Caller's Associations, Callerlab, etc. Make recommendations for improvement of club operations.
7. Promote proper square dance styling, dress, promptness, enthusiasm, and attendance at Club, Area, and State functions.
8. Adhere to the Callerlab "Code of Ethics" to the maximum extent possible.
9. Prepare and offer a variety of programs to avoid boredom and stereotyped dance nights. Periodically develop gimmicks or special events to create an atmosphere of fun and excitement. Don't let interest wane.
10. Present a professional appearance and attitude at all Club functions. Western style attire is required at all Club dances and square dance activities. Set an example for Club officers and members to follow to include; dress, badge, promptness, enthusiasm, knowledge of the square dance activity, etc.
11. Participate in all Club functions. Mingle with the club members to obtain the feelings of the Club dancers.
12. Assist in other Club activities as deemed necessary.

KEEP 'EM DANCING!

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here

HOW TO BOOK FOR DANCERS

CALLERS CONTRACT AGREEMENT
(Sample)

I, _____

Address _____

Phone _____

Hereby agrees to act as Club Caller () Guest Caller () RD Cuer ()

On (date) _____ -- OR () nights of the month starting on

(date) _____ between the hours of _____

Caller will provide sound () Club will provide sound ()

Dance Location: _____

(Include Map)

Street: _____ City: _____

Phone: _____

Round Dancing Before dance () Between tips () One () Two ()

Level of dancing will not be greater than (check one)

Basic () Mainstream () Plus () A-1 () A-2 () C-1 () C-2 ()

Standard position () All position () Other ()

For this service the _____

Hereby agrees and promises to pay the total amount of \$ _____ or _____

IT IS FURTHER AGREED AND UNDERSTOOD THERE ARE TO BE NO ANNOUNCEMENTS, ADVERTISEMENT, OR OTHER GUEST CALLERS TO CALL UNLESS APPROVED BY THE CLUB PRESIDENT, AND THAT THERE ARE NO OTHER CONSIDERATIONS OR GUARANTEES EXPRESSED OR IMPLIED EXCEPT AS HEREIN STATED AND THAT NONE SUCH WILL BE RECOGNIZED AND THAT THIS AGREEMENT MAY ONLY BE CANCELLED OR AMENDED BY MUTUAL CONSENT OF THE TWO PARTIES CONCERNED.

Special provisions or remarks _____

Club or association assume no responsibility for damage or injury to facilities or persons caused by caller or callers equipment.

Date _____ Caller _____

Date _____ Club Representative _____

Make three copies - Club keeps original. Two copies to caller - Caller retains the signed copy.

HOW TO BOOK FOR DANCERS

CONFIRMATION AGREEMENT
(Sample)

Caller's Name _____ Club Name _____
Street Address _____ Club Contact _____
City State Zip Phone _____ Club Contact Street Address _____
Fee: _____ City State Zip Phone _____

Three alternate names and phone contacts: _____

Date of Dance: _____ Time: _____ to _____ Time Zone: _____

Dance Location: _____ Phone No. _____
(Map sketch on back of page if necessary)

Check Appropriate Blocks

- 1. This event is a regular club (); workshop (); open (); closed (); other (); specify: _____
- 2. Caller responsible for Round Dance program: Yes () No ()
- 3. Round Dance Program includes: Pre-rounds () Time: _____
Rounds between tips: One (); Two ().
- 4. Caller will: Call entire Program (); Share program with () _____
- 5. The caller () club () will furnish sound equipment.
Please note any special sound problems on back of page.
- 6. Refreshments: Yes () No () Time: _____.

Special Consideration: (Such as Air Fare, Airport Contact, Publicity info, etc.)

REMINDER TO CALLER TWO WEEKS IN ADVANCE OF EVENT WILL BE APPRECIATED

Caller _____ Date _____
Club Rep _____ Date _____

Complete in Duplicate:
Cc: Caller ()
Club ()

This form approved by CALLERLAB® and available through CALLERLAB® Executive Secretary.

CALLERLAB

The International Association of
Square Dance Callers

CODE OF ETHICS

Pocono Pines, Pa. 18350
717-646-8411

Rev. 3/30/83

Code: The professional caller must wholeheartedly subscribe to the established standards of relationships to accomplish the declared purpose and objective for callers in the Square Dance profession.

I ACKNOWLEDGE:

1. That I have an obligation to the dancers; therefore, I shall provide information, instruction, and leadership to enable and encourage the dancer to develop to his/her full potential so that he/she may derive the maximum satisfaction and pleasure from the activity.
2. That I have an obligation to club organizations; therefore, I shall participate in the development and maintenance of a sound and respected club organization, and shall endeavor to discharge this obligation to the best of my ability and to advise them wisely and honestly.
3. That I have an obligation to the profession; therefore, I shall respect the dignity of the leaders, teachers, and callers as persons, and shall maintain a good reputation for personal integrity.
4. That I have an obligation to the activity as a whole; therefore, in my personal, business, and social contacts, I shall be conscious of its heritage and its future, and conduct myself accordingly.
5. That I have an obligation to continue to work for professional growth, to adhere to uniform nomenclature, to learn, to lead, and to contribute to the total square dance movement to the maximum of my ability.
6. That I have an obligation to all associations dealing with activity; therefore, I shall promote a spirit of cooperation between the various elements of the association.
7. I will conduct myself at dances in a responsible manner that would not shame other callers in the profession. This includes: (1) Making every reasonable effort to arrive at calling engagements early enough that the dance will begin on time, (2) Refraining from using language in bad taste or telling jokes that may be embarrassing to the dancers, or calling under the influence of alcohol, and (3) Staying within the guidelines of the advertised dance program without variances.
8. Except in extreme emergencies, I will honor all contracts I sign meaning: (1) I will fulfill all items in the contract; (2) I will not cancel any contract if that cancellation causes a hardship on the sponsoring group. This includes giving sufficient and adequate notice of any cancellation that may be absolutely necessary; (3) I will not send a replacement caller unless this is first approved with the contracting group; and (4) I will conduct my financial affairs within the square dance activity in a responsible manner. This includes paying my debts on time, or making acceptable arrangements if unable to pay on time.

I accept these obligations as a personal responsibility and solemnly pledge both in spirit and in fact, in a manner consistent with highest standard of professional services as member of CALLERLAB - The International Association of Square Dance Callers. I shall discharge these obligations and dedicate myself to that end.

CALLERLAB

Square Dancing's Professional Leadership

Many callers and club officers are still expressing concerns about the recently negotiated contracts between BMI (Broadcast Music, Incorporated), ASCAP (The American Society of Composers, Authors and Publishers) and CALLERLAB. Listed here are many of the questions we have received over the past months. We hope the answers will lead to a better understanding of the licensing agreements.

Q: What square dance activities are covered by my BMI and ASCAP license?

A: All square dance activities with the exception of state and national conventions are covered by the CALLERLAB contracts with BMI and ASCAP. This includes regular club dances, classes, workshops, special dances, weekends, hoedowns, jamborees, fun-nights, festivals, demonstrations, parades, nursing homes, shopping malls, county/state fairs, street dances, etc.

Q: Why are national and state conventions licensed differently?

A: National and state conventions are explicitly excluded from the CALLERLAB contracts. Meetings, conventions, trade shows and expositions are licensed under pre-existing contracts and apply to all conventions, not just square dance conventions. It was beyond the scope of the CALLERLAB negotiations when so many other organizations would be affected.

Q: What about 'amateur' nights or beginning callers that call one tip at a club dance?

A: As long as a licensed caller has been booked for the dance and is in attendance, the club is covered. Amateur nights must be MC'd by a licensed caller/leader.

Q: My partner cues round dances, does s/he need a license?

A: Yes and No. If s/he cues rounds at a dance where the partner is doing the calling, s/he does not need a license. The caller's license will protect the club. If s/he cues rounds at a club that has engaged a licensed caller, other than her/his partner, s/he does not need a license. If s/he cues rounds at an event that has not engaged a licensed caller, s/he must have a license in order to protect the sponsoring organization.

BMI and ASCAP LICENSING Questions and Answers

Q: Based on your answer above, my partner will need a license also. Must s/he join ROUNDALAB to get a license?

A: No. A partner may obtain a license to cue up to 100 dances a year through CALLERLAB. The fee covers the cost of licensing only. S/he does not pay a separate membership fee.

Q: Is my partner then included under my CALLERLAB group liability insurance policy?

A: No. Partners are not included in the group liability insurance coverage you received when you paid your CALLERLAB membership dues. If you desire coverage for your partner, please contact the Home Office for details.

Q: I call and cue rounds. Do I need another license from ROUNDALAB?

A: No. the CALLERLAB license includes round dancing as part of the square dance activity.

Q: What about the new caller or the retired caller that only calls for classes, demonstrations, nursing homes, hospitals, one-night-stands, etc. and doesn't charge for his services?

A: Neither the size of the group, the payment received nor the location of the dance has any bearing on whether or not a license is required. A LICENSE IS REQUIRED ANYTIME COPYRIGHTED MUSIC IS PERFORMED IN PUBLIC. A *public performance* is defined as a performance "at a place open to the public, or at any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered."

Please remember that the caller/leader is not the one at risk here. The sponsor of the event is the one responsible for the license. If you are approached to call a one-night-stand for a scout troop, a church group, a 'western night' or an exhibition for a local business, you should advise them that a music performance license is required by law and ask if they have obtained such a license. If you are licensed, they are protected. If you are not licensed, then they are operating 'at risk.'

Q: Does the fact that a club or organization is incorporated as a non-profit entity have any bearing on the need for a license?

HOW TO BOOK FOR DANCERS

A: Absolutely not! As stated above, a license is required anytime copyrighted music is performed in public.

Q: I am sometimes called upon to provide music at non-square dance events, such as wedding receptions, church socials, camp outs, company picnics, etc. Does my license cover the sponsor of these events?

A: No! The CALLERLAB contract is limited to "square dance related activities."

Q: My job occasionally interferes with my calling. I have recorded some of my dances and when I have to miss a club dance, they dance to one of my tapes. Is the club still covered?

A: No. You cannot legally record copyrighted music on another medium (tape, CD, video, etc.) without obtaining a reproduction license (sometimes referred to as a Mechanical License). Neither BMI nor ASCAP can issue reproduction licenses. They must come from the Harry Fox Agency in New York City. Contact them at (212) 370-5330 for more information.

Q: Does this mean that if a dancer tapes my dance then gets a square together in his basement to practice, he is breaking the law?

A: Technically, Yes! He should have a reproduction license if he is going to entertain others with the recorded music. If he used records, which he purchased, he would be safe because the law allows the use of copyrighted music 'in the home or within a small group of family friends or acquaintances.'

Q: I tape record my dances then sell the tapes to anyone interested in using them. Is this legal?

A: Not unless you have purchased a reproduction license. The license you obtain from CALLERLAB is a performance license and does not cover you for recording copyrighted music. Contact the Harry Fox Agency for more information.

Q: Why has CALLERLAB and ROUNDALAB involved us in this licensing issue?

A: Basically because there is no national association of square dance clubs. Had all the clubs in the US been a member of some national association, it would have been more logical for that organization to assume the leadership in solving this problem. Since CALLERLAB and ROUNDALAB represent the largest, organized group of professional callers and leaders in the US, they were the most logical choice to represent the square dance activity in this license issue.

Please remember, this entire licensing problem was not initiated by CALLERLAB or ROUNDALAB. BMI and ASCAP are service organizations, similar to CALLERLAB or ROUNDALAB. They provide a service to their

members. Their purpose is to collect royalties on copyrighted music for their members. They are backed by Federal law in their efforts to collect those royalties.

Q: I sometimes book outside callers for my caller-run club. What should I do to assure I, as the sponsor, am protected?

A: We recommend that you add the following to your club contracts or agreements:

I CERTIFY THAT I WILL BE LICENSED BY BMI AND ASCAP TO PERFORM COPYRIGHTED MUSIC AT YOUR CLUB DANCE.

(Signature) _____

Q: What about callers I have already booked?

A: You should contact them, as soon as possible, to verify that they will be licensed by the time they call a dance for you. If they indicate that they will not be licensed, you must take steps to protect yourself by negotiating a release from the contract and booking a caller that will be licensed or obtain a license directly from BMI and ASCAP to cover your dance.

Q: Many clubs are asking me for my license number or other proof that I am licensed. What should I tell them?

A: The CALLERLAB contracts make no provisions for a license number. Your membership card has the BMI/ASCAP license printed on the back. You can show this card to club officers or make a copy of it to attach to your signed contracts before returning them. Non-believers may contact the CALLERLAB office for verification.

Q: You've answered many of my questions but I still have a couple more. What do I do now?

A: If you, or any club officers, have additional questions, please call the CALLERLAB office at (507) 288-5121. We will try to answer any questions you have or get an answer for you from BMI or ASCAP. You may use the 800 number (1-800-331-2577) for your questions but this number is for our membership only and should not be given to anyone else.

[BMIASCAP\QandA.192]
Revised 1/92

WHY SHOULD A CLUB BELONG TO AN ASSOCIATION?

- I. Because an Association will usually:
 - A. Obtain Callers for festivals and 5th Saturday dances.
 - B. Provide diplomas, posters, and other promotional materials.
 - C. Provide educational materials and sponsor leadership seminars.
 - D. Offer group insurance, (Medical and Liability).
 - E. Send delegates to represent you at State Council meetings.
 - F. Promote square and round dancing activities through combined publicity efforts. Clubs having special dances can publicize their dances and secure the cooperation of member clubs. Local associations can secure advertising publicity through State Council media. Member clubs can obtain information concerning special dances and festivals throughout the State, from their local association, officers, and club or association delegates.

- II. An Association may also:
 - A. Keep a blood bank account available for any member and his immediate family.
 - B. Publish a newsletter.
 - C. Have available large coffee and tea urns, fans and other items for use by member clubs; at their special dances.
 - D. Promote visitation with a friendship badge/banner program.
 - E. Keep a calendar of dance events to help prevent conflicts in schedules.
 - F. Make available booklets for newer dancer classes.
 - G. Sponsor sewing clinics and fashion shows.
 - H. Sponsor an annual "Festival Weekend."

- III. If Clubs belong to an Association, then:
 - A. Membership in the association enables clubs to receive financial assistance by receiving a percentage of the donations for State Convention "GRAND PRIZE" tickets.
 - B. Member associations of State Council also receive a percentage of the surplus of State Convention registrations.
 - C. The clubs work as a unit, which makes a stronger working association.
 - D. The association is a place where dancers can bring their problems and grievances to obtain help in solving them.
 - E. Membership in an association enables dancers to present their individual opinions and ideas; thereby benefiting clubs and dancers.
 - F. With the cooperation of clubs, local associations and California State Council, we can accomplish things together that individual or clubs cannot do alone.

REMEMBER: DANCERS, THROUGH THEIR CLUBS, ASSOCIATIONS, AND STATE COUNCIL, WORK TOGETHER TO PROMOTE SQUARE AND ROUND DANCING; THEREBY RECEIVING MORE ENJOYMENT FOR THE FINEST OF ALL RECREATIONS!

HOW TO BOOK FOR DANCERS

PUBLICITY, PROMOTION, PUBLIC RELATIONS, RECRUITING, CREATING

Most people feel that new dancers are brought in by old members. We have found this not true. A good solid advertising campaign always helps, with your strategy mapped out in advance. Just putting up posters is not enough.

Certainly by far, the best "P.R." we have are satisfied dancers who spread the word and you can't argue about that. The greatest disservice done us is national television, magazines, billboards, etc., which attempt to capitalize on our success, portraying our activity mostly as "hillbilly." Once the publicity has been released, the harm is done. How do we educate beforehand?

Recently, caller-teaching programs have improved, and our caller associations are taking a more professional approach regarding callers. This has made a better image.

Run our own radio and TV programs! Get local business people who are square dancers to advertise. Most programmers find it hard to resist a program with built-in sponsors and trained people such as callers to act as M.C.'s or disc jockeys.

Encourage more feature articles in local and national publications. By this, I mean weekly articles aimed at the non-dancing public as well as the area dancers.

Using local publications, radio, and TV is great, but this has, in most cases, become more of a public notice rather than news. In order to interest the news media, we must have new approaches and interesting ideas or they will lose interest in our activity. Campgrounds are a good place to get people interested in square dancing. They can be contacted, or a campout can be scheduled for a club. Non-dancers can come to a night of fun and participate. They might not be from your home town or area but you would be surprised how many of them go back home and take up square dancing.

One club has its own flag and managed to have it flown over the California State Capital Building and resulted in quite a stir and a good publicity story.

Callers project an image, good or bad, depending on their dress and mannerisms. If we are to avoid a "hick" look, we must dress and act as "up to the minute" as possible. When they peg us as "hillbillies" we're dead.

Organized P.R. committees on association level to organize and implement programs on an orderly basis, using ideas from CALLERLAB.

Tomorrow's dancers are in today's schools. The Murtha-Ruff Program should be encouraged and expanded to allow more adults to become involved in teaching and leadership.

International square dancing: It's of interest to many people that square dance all over the world, that calls and dress are the same. Features on dancers "around the world" are noteworthy to the general news media.

One good idea is decorating a store window for square dance week.

HOW TO BOOK FOR DANCERS

A listing needs to be put in the phone book under "Square Dance." Sometimes this is the only way to get people the information.

For an unusually newsworthy square dancing event, it may be advantageous to call a news conference or prepare a Press Party.

Just as public relations departments are considered necessary in practically every business, so is a public relations committee an important part of a club or an association.

Community newspapers will publish articles about square dances, square dance activities and special square dance events. Editors are most cooperative in providing this service as long as the articles are concise, well written, and conform to the style sheet of the newspaper.

Editors of company newspapers are always looking for human-interest stories about employees and their hobbies and outside activities.

All publicity does not come from the printed word. Sometimes, from doctor's offices, square dancing is prescribed as therapy.

The governor of one state has declared an "Official Square Dance Week."

Some people are going to supermarkets and asking the manager if a stack of flyers can be put on the check-out counters where one can be placed in every grocery bag.

Contact merchant's associations to present square dance programs in their shopping malls. This is an excellent way to demonstrate to the general public the "fun and friendship" associated with square dancing. Do not use complicated choreography, but simple, beautiful, smooth-flowing patterns that will convince the on lookers to say, "I can do that too!"

Request your public library to add square dance books, manuals, and records to their circulation items. Square dancers who patronize libraries can make suggestions to the librarian that these items be included in their collections. Specifically, the Bob Ruff and Jack Murtha "Fundamentals of Square Dancing" and the Sets in Order ASDS instruction manuals are good starters on this subject.

Subscriptions to national square dance publications can be arranged, so that current copies will always be available to the public.

Advise the grammar and high school physical education departments that the local library has current up-to-date teaching aids to assist them in teaching the square dance to their students.

Submit publicity releases to newspapers in the area about these projects so that the general public will be aware of the square dance activities in the community.

Remember that the two national square dance magazines have vacation issues and will list special events regularly; so do local magazines. Note their deadlines and send information early.

HOW TO BOOK FOR DANCERS

The Omaha Area council has a phone line installed in our house that has special equipment (required by the phone company) for the use of an automatic answering service.

Holiday Inn agreed a few years ago to distribute square dance brochures nationwide. Few followed through on a national basis. It was pointed out that this offer still stands.

I believe that callers can play a most important part in creating our public image of square dancing. When they are contacted by non-dancers for One-Nighters, they have an opportunity to present Western square dancing through demonstrations by club dancers. If they don't take advantage of this moment, they may not get another chance.

Publicity is the life-blood of square dancing. All square dancers are their own publicity agents.

Square dancers should be instructed on how to meet, greet, and act toward new dancers. Check Dale Carnegie books for ideas on being friendly and how to overcome shyness.

So, how about it? Let our light shine! Don't hide this great recreation! There are a whole lot of nice people out there just waiting for us to take them to the next beginner's class!

CREATING A GOOD IMAGE

We need to promote our image! Square dance callers and leaders agree. But, let's think about it before we promote it. What kind of image do we want people to have?

Are square dancers people who have good, clean fun, and participate in a recreation more people would find to be fun, or ...

Are square dancers sort of the backwoods type who like to whoop it up in an activity a bit old fashioned and perhaps a bit uncouth?

With that in mind, let's examine how we get an image. It's likely the result of all we do, and what dancers do.

We can write news articles, and do radio and TV programs promoting square dancing. When doing so, keep in mind the image you want to project. Select pictures, material and music to insure a positive reaction of your audience.

And here's another thought. Have you danced before the general public to attract interest of non-dancers? How about your music selection - your material - and how did your dancers dance? Another image.

Flyers! We put out a lot of flyers. Mostly to dancers. But it's worth a thought as to the illustrations used. Let's make sure they show contemporary square dancing.

Then there's the festival or other big events. It attracts the press and TV. It's wonderful to get that coverage, until you read the copy or see the pictures prepared by a non-dancer. Good publicity, but

HOW TO BOOK FOR DANCERS

perhaps not quite the image we wanted. This is a bit of a hard problem, but maybe a "PR Square Dance Man" on the dance scene could be of assistance to the press and TV.

How about supplies used in square dancing, stamps, flags, towels, etc. Contemporary in design?

"Well now, you've raised some questions," you say. Is publicity worth it?

Yes! But, let's promote a positive image of square dancers in an activity that's good, clean fun - a recreation more people should enjoy!

PROMOTING GOOD PUBLIC RELATIONS

Too often in our own pure enjoyment of square dancing, we overlook the responsibility and opportunity to let the world know what it's all about. The January 1975 Quarterly Issue of "Canadian Dancers News Magazine" contained an article filled with ideas for all thinking dancers to consider. The more individuals who will give some thought to this oft-neglected area of our hobby, the greater potential there will be for action. Webster defines "public relations: in part as ... "the promotion of rapport and goodwill between a person or institution ... and the community at large ..." How does your club measure up against the following?

Is your club highly regarded in your town or community? Does it maintain full membership without difficulty? Is the club invited to participate in community events, such as parades, fairs, etc.?

If the answer to these questions is "yes," then you have been doing a good job of handling public relations. More often the answer is "no," which can only mean that you have fallen down on the job of selling square dancing and your club to non-square dancers.

No matter how excellent a product may be, the public will not buy it until it becomes fully aware that there is such a product and that it is worth buying. Square dancing is fortunate in having something of value and general appeal to sell, but the clubs and associations must use initiative, resourcefulness, and effort in the promotion of our product, square dancing.

Even though the club and association have public relations committees, the committee alone cannot sell square dancing. Every member should consider himself a salesman, and the club or associations will be known by the kind of advertising given by the membership.

In promoting square dancing, each square dancer should:

1. Boost square dancing wherever he may be - whenever he can find an opportunity.
2. Work at all times for harmony in the club.
3. Always conduct himself in a matter which will bring credit to himself and square dancing.

CALLERLAB

The International Association of Square Dance Callers

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FUN IDEAS

IDEAS TO KEEP DANCERS INTERESTED - PUT THE FUN INTO DANCING

1. Special "Farewell" or "Good Night" tip at the end of the evening.
2. A dance program of all singing calls - oldies but goodies.
3. Amateur Callers Night at the club.
4. Special dance routines - Mini Squares, Progressive Squares, Contras, Rounds, Mixers, Quadrilles, Three Cornered Squares, etc.
5. Sponsor a President's/Officer's Ball or a banquet for special recognition.
6. Sponsor a banner raid, mystery trip, caravan, visitation, surprise for the club.
7. Sponsor a special club dance or festival - Barn Dance, May Pole, Backward Dance, Procrastination Dance, etc.
8. Sponsor a special club outdoor activity - Picnic, Swim, Camping Trip, Game Party, Sing-A-Long, etc.
9. Hold theme dances or theme parties.
10. Earn fun badges, award fun badges, on different occasions, as surprises.
11. Use dance cards, bingo, and dance games for something different.
12. Plan and coordinate caller gimmicks.
13. Sponsor fund raising activities for club treasury - Garage Sale, White Elephant Raffle, Box Supper, etc.
14. Provide surprise refreshments for Birthday, Anniversary, Special Occasions.
15. Sponsor an After Party.
16. Sponsor skits by various groups or members of the club.
17. Coordinate "After Dance" club activity - Pizza, Snacks, Ice Cream, etc.

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HOW TO BOOK FOR DANCERS

THE IDEAL CLUB

1. Have dance facility open and set up 30 minutes prior to dance.
2. Set up club banner and attractive bulletin board prior to dance.
3. Club officers greet members and visitors, at the door, as they arrive.
4. Club officers and members set an example of the "Ideal" as to proper attire, promptness, badge, enthusiasm, and knowledge of the square dance activity.
5. Recognize special efforts of individual club members.
6. Recognize visiting dancers, area, and State officers.
7. Club members make a special effort to dance and converse with Caller's partner, singles, new members, and with as many guests as possible.
8. All club members involved in club activities and functions.
9. Club activities are made to be fun and not work.
10. Publicize club, area, and State functions and dance activities.
11. Assure club support of all club, area, association, and State functions.
12. Club is responsive to needs of dancers, caller, and club officers.
13. Avoid secrecy in any club function or activity. Avoid cliques.
14. Conduct leadership sessions for club members periodically.
15. Sponsor a special club party or activity periodically.
16. Sponsor visitations, charity work, promotions, exhibitions, etc.
17. Coordinate club activities and gimmicks with club caller.
18. Make every dance "Special" and a "Happy Memory" for the dancers.
19. Club officers bid farewell and offer thanks to attending members at the close of the dance.

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HOW TO BOOK FOR DANCERS

What is FUND RAISING? →	It's asking people to give money to support the work and goals of an organization.
Why is it important to Participate → in Fund Raising?	Because many organizations depend on it! Many groups depend on volunteer workers and leaders to raise funds to keep their organization alive!
Why should I Know About → Fund Raising?	Money is raised by careful planning - not by accident! Fund raising brings people together. You'll gain a feeling of accomplishment. The organization will benefit from your great work!

POPULAR FUND RAISING IDEAS

Afgan Auction
Art Shows
Bazaar with Handmade Items
Bake Sale
Boutique of Misc. Items
Candy Sales - Valentine, Easter,
Mothers Day, Christmas, etc.
Booth at Fair or Convention Center
Selling snow cones, popcorn, drinks, fudge, nuts, etc.
Quilts
Recipe Books
Round Robin Luncheon
Fashion Show
Recycle Cans, Glass or Newspaper
Used Book Sale
Flea Market Booth
Catered Luncheons
Yard or Garage Sale
Auctions
Publish a Book
Fruit Cake Sale
Jewelry Sale
Christmas Wrap
Everyday Wrap
Christmas Cards
Everyday Cards
Serve Drinks at Community Function

These are just a few ideas!

SOME TIPS FOR SUCCESSFUL FUN RAISING

Be courteous
Involve many
Give individual attention
Give the value of the cause

Don't Presume
Don't Assume
HAVE FUN!!

With Dedication and talent,
a volunteer Fund Raiser's goals
can be met!!

**The Key to successful fund raising:
HAVE A POSITIVE ATTITUDE!**

SPONSORING SQUARE DANCE CLASSES

By

David Anderson, Past President, A Square D

Everyone in square dancing depends, for the continuing enjoyment, on new dancers to replace those dropping out and thereby keeping the program going. Therefore, a club that sponsors or aids new classes is really contributing in a big way to square dancing in general and at the same time preparing for new blood to fill the ranks of their own clubs.

Too often, however, clubs with membership problems turn to a new class as they try to build their membership. While it can be just that, it is not something that will help membership overnight or even in a few short weeks. A class that finishes the beginner's session after perhaps 32 weeks is not yet ready or equipped to join the functioning club. They must be brought into the club only when they have reached the same general level of ability as the regular club members.

Following is an outline for clubs that are interested in sponsoring a beginners class.

1. PRE-CLASS PLANNING

Let's start by appointing a Beginner's Class Chairperson. Appoint a club committee (at least one couple on the committee should know the history, traditions, etc. of the club). Plan, advertise, and announce plans to club members on dance nights, through the club newsletter, and at board meetings. Make sure a hall is obtained for the class. There have been clubs that have made all the plans only to find out the night before class begins that no arrangements have been made for a hall.

The publicity for the beginner's class needs to begin about three or four months before the first class night. Encourage members to bring in prospective dancers by having a club contest. It helps if prospective new dancers are contacted a few nights before the first class night. Submit articles to local newspapers and hand out flyers whenever possible.

Contact local shopping centers and put on an easy level of square dancing. This is the best way to get prospective dancers. Invite the citizens of your community to a pot-luck dinner and have members of your club put on skits and then give a little talk on the history of square dancing. End the evening with square dancing and then ask the local citizens to sign up for your Beginners Class.

2. CLASS CALENDAR

This should be an outline of the eight months of class (32 weeks) including dates of class parties, hoedown, and when to hand out sample copies of square dance magazines, etc.

3. RESPONSIBILITIES OF CLASS CHAIRMAN

Set up a budget, make monthly reports to the club board, and write monthly news concerning the class for the club newsletter. The club newsletter is good for class members to have, too. Allow the class to elect a Class President or a Class Sheriff to work with the Class Chairperson. Make sure that club members attend with class dancers to the Beginner's Hoedown. Arrange a Halfway Hoedown for your class. Plan the class graduation with the class. Work with your caller in making your Beginner's Class a success.

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The Class Sheriff can fine the members of the class, with all money going for graduation or a gift for the caller, or toward whatever the class desires. Also, in this way class members become aware of the DO's and DON'T's by being fined for no tie, no badge, etc.

4. CLUB RESPONSIBILITIES TO THE CLASS

The club is the sponsor of the class and the club members can be very helpful by greeting the new dancers, furnishing refreshments, or helping in other ways to make the class a success. It is good to assign members to help with the class on scheduled nights. Be sure to mix with the beginners and make them feel welcome, and always be dressed in square dance attire.

5. GETTING CLASS MEMBERS

The best source for getting new dancers is through club members. Other ways to get new dancers is by newspapers, radio announcements, flyers, square dance demonstrations at community events, square dance magazine ads, and the local recreation department.

The club member has the greatest drawing power for getting new members or new dancers. This power is "Word of Mouth."

6. CLASS NIGHT

Be at the hall on time, make coffee, set up chairs, etc. At the end of the evening, ask the class members to help with the clean up. Make sure there is someone to collect the donations at the door, mark the attendance sheet, distribute class badges, etc. Encourage club members to mix with the class members. Inform the caller of any birthdays and anniversaries.

After each class night, check the attendance sheet and within a day or two, make a personal contact of the class members that have not been attending class. Making this personal contact will often save a potential dropout.

After three consecutive absences, notify the class dancer that they may be dropped as it is not fair to the rest of the class.

At intermission each class night, the Class Chairperson can make announcements. This is the opportunity to make new dancers feel welcome, answer questions or cover any of the following topics:

- Levels of Square Dancing
- History of the club
- Square Dancing and Associations

Also, speak about the DO's and DON'T's of square dancing. The caller can help with this.

When the class reaches the halfway point, the Class Chairperson can explain the duties of being a member of a square dance club.

7. BADGES

As long as the class is open, arrange for temporary badges. The adhesive backed nametags are a good temporary solution; however, the club may want to devise class badges purchased from a badge maker. A small fee can be collected for these badges.

8. CLASS SPONSORED HOEDOWN

If the class decides to have a hoedown, arrange for the location and have two club couples for advisors to work between the class and the club. Plan for refreshments, caller, publicity, etc. Consider decorations and door prizes. Make out a work sheet for the dance to include hosts, clean up, etc.

The expenses for the dance should come out of the proceeds taken in at the dance. Any profits from the dance should be turned into the club treasury and held in a separate account to be used by the class at graduation or some special party.

9. GRADUATION

It is nice to hold a formal ceremony on a club night. Make plans for your refreshments and invitations. Ask the Association Directors to attend.

An informal ceremony can be held at the class on a class night. Make plans for refreshments, guest list, and the type of graduation ceremony.

10. BACK-TO-BACK CLASSES

Back-to-back classes in the past have worked very well. This may not work for all clubs, however, with some planning it may work well for your club. Some ideas are:

Start the class in August or October (instead of September)

Start a class in January

10. MISCELLANEOUS

If possible, after about ten weeks of class, hand out square dance basic booklets to the class dancers. At the halfway point, distribute sample copies of local square dance magazines.

Plan a potluck supper with the class approval, and make this a joint event with the club. Mix the club and class members by using two colors of napkins - one for class members and one for club members. Place two of one color, then two of the other color at the table settings. This will allow couple seating with the club and class members intermingling.

Make sure to brief the club members on how to assist at class. Remember that being a good example is important. The beginners are watching and learning from everyone there. When helping with a class, let the caller do the teaching. Keep printed material about square dancing at each class session.

Before the class members come into club dancing, meet with them to explain the duties of being a good club member, how the club operates and why the club belongs to an association.

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50 WAYS TO FIND NEW DANCERS

Excerpt from Stan Burdick article, American Square Dance Magazine, August, 1982.

1. Demonstrations, planned performances, shows, street dances; wherever people gather.
2. Phone campaign. (Follow-up calls.)
3. Letter campaign. (Invitations)
4. Fancy "Free Ticket" handout.
5. Interpretive piece, developed as a handout.
6. Place mats in local restaurants.
7. Flyers that double as posters.
8. Personal contact with doctors, dentists. (Brochures in waiting rooms.)
9. Folders left in Hotel/Motel literature racks and other places where allowed.
10. Flyers at supermarket checkout stands or in every shopping bag.
11. Brochures at State Line Welcome Center racks.
12. Poster contest in Elementary schools.
13. Billboards in area.
14. Square dance info signs at edge of town.
15. Airport posters - full-size, colorful.
16. Banner across Main Street.
17. Front yard sign at home: "Learn to Square Dance, Phone 000-0000."
18. Supermarket bulletin boards
19. Chamber of Commerce information. Get on Club Directory or in the Monthly Bulletin.
20. Letters to all Club Presidents on Chamber of Commerce list.
21. Welcome Wagon - Distribute info to new residents in your area.
22. Mayor's Proclamation: "Square Dance Week."
23. Window displays for "Square Dance Week."
24. Newspapers - Daily, Weekly, etc.
25. Radio/TV free spots, paid ads, weekly forum series, call talk shows.
26. Want ads work for singles clubs.
27. Church bulletin boards programs and newsletters.
28. Area and National Magazines for Dancers.
29. Television - Cable offers golden opportunity for a series.
30. Personal gimmicks - Gambler tie to work, Square Dance pins, emblems, aerial flats, bumper stickers, jackets, cards.
31. More visibility for club dances; spectators and "Glad you came to watch" flyers.
32. Sponsor benefit dances.
33. Service club programs.
34. Build a float for area parades.
35. Yellow page phone ad with answering machine message
36. "800" free number for wider exposure.
37. One night stands, church couples clubs, campground programs.
38. The library - posters, magazines. Donate teaching record albums.
39. "Refresher Class" for dropouts.
40. Keep class open first three nights.
41. Joint sponsorship of class; YM/YWCA, community recreation, adult education, community college, church, radio station.
42. Contact large companies: Ad in the company paper, signs in shop areas, sponsorship of class, providing hall and finances.
43. Electronic bank sign.
44. Movable "Trailer Sign."
45. Piggy-back bulk mailing opportunities - companies, utilities, schools, merchants, etc.
46. Postal "Meter Plates," check logos.
47. Video Cassettes.
48. Local movies and drive-ins: "Cinema Slide" blurbs.
49. Computer telephone canvass.
50. Nationally known Western Star publicly endorses "Square Dancing."

FOR THE BEGINNER SQUARE DANCER

As a newcomer to square dancing, you undoubtedly have an uneasy feeling about how you should conduct yourself at a square dance class. You possibly wonder if you are going to experience difficulty learning. You may have a dozen other questions about this new activity. Well first, please be assured you have no reason for concern. Square dancing is easy, and you will not have serious difficulty learning. Everyone in the class is a beginner, just as you, starting on the same basis, and you will all learn together. The following comments may make it easier for you to understand a few basics concerning the square dance activity.

1. SQUARE DANCING IS FUN! Your instructor will be doing his/her best to help you realize this from the very first night.
2. Square dancing is a casual activity. You need no formal introduction to those you have not met. There are no strangers among square dancers. Just step right up to anyone and introduce yourself. In square dancing, we are all on a first name basis. It's friendlier that way! Wear your nametag!
3. Later, you may wish to dress in western attire, but for the classes, just dress comfortably. Ladies wear cool cotton dresses and flat or low-heeled shoes. Gents wear comfortable slacks and long-sleeve shirts. Coats are not necessary.
4. Square dancing is a close-contact sport. Please use good judgement in your choice of jewelry, belt buckles, etc. Sharp or rough edges may scratch or catch on someone's clothing.
5. On a very delicate subject, extra physical exercise or possibly the slight nervous tension of learning may cause perspiration. Your use of a deodorant might be advisable to avoid the embarrassment of body odors, which may be offensive to others.
6. On a personal note, the use of alcoholic beverages just prior to or during a square dance is not permissible.
7. Gents, remember you have both strength and weight advantage over the ladies and you should always, even in your enthusiasm, be conscious that the ladies do not like to be handled roughly. Let them enjoy dancing too!
8. IMPORTANT! Listen carefully to instructions and be sincere in your efforts to follow instructions. *Good listeners learn easier!*
9. If during the class you do not understand an instruction, do not hesitate to ask for additional explanation *from the caller*.
10. There is no reason to feel shy or embarrassed. Just listen and follow instructions. Sooner than you think, you will be dancing to the calls.
11. Square dancing is relaxing. Take it easy! You do not have to work hard at it. You have plenty of time. *Enjoy Yourself!*
12. Please be on time for every class and HAVE FUN!

PROPS: Interlocking square symbol
Four card tables arranged in a square with a table at each corner
Candle and matches for each table
Enough copies of each handout for each couple or member of the class
Diplomas and club badges
Flashlight for the narrator

CHARACTERS: Narrator (Vice President)
A couple to escort class members to each corner of the square
A couple to man each table and distribute handouts
Caller
Club President
Members of the Class
Someone to lower lights at the beginning of the ceremony

START OF CEREMONY

NARRATOR:

Class, it's graduation night and you have reached an important step in your square dancing. As any club or organization has an identifying symbol, so is the interlocking square the universal symbol of square dancing. It now becomes necessary for us to embark on a journey to the outer edges of our square. (Lower lights.)

_____, will you please escort the class to the first stop of their journey?

FIRST STOP

You have arrived at the first stop of your journey. _____, please light the flame of friendliness.

Square dancing is a common bond between us as friends. Wherever you shall visit, or whomsoever shall visit you, never let it be said that you were not friendly. As a token of this stopover, we would like to give you a copy of a short history of western style square dancing and a copy of the prayer for new graduates.

_____, please lead the class to the second stop of their journey.

SECOND STOP

You have arrived at the second stop on your journey. _____, please light the flame of duty.

HOW TO BOOK FOR DANCERS

As a child needs love, as a tree needs water, so does a square dance fraternity need a commitment to duty. When you are on duty, never let it be said that you wished to be elsewhere. May you, and those who follow you, keep the flame of duty burning brightly. As a token of your visit to this stop, you will receive the "Ten Commandments for Square Dancers."

_____, please lead the class to the third stop of their journey around the square.

THIRD STOP

You have arrived at the third stop of the square. _____, please light the flame of democracy.

As our forefathers have done, so do we do the greatest good for the greatest number. It becomes your duty to offer ideas and suggestions, but it is also your duty to abide by the Group's decision in your square dancing. As a token of this stop, we offer those of you who have elected to join, membership in the _____ club and hope that you will join us in our dancing pleasure. We would like to give you a copy of the _____ club bylaws, a list of club duties, and the poem, "I am Your Club."

_____, will now lead you to your final stop and journey's end.

FOURTH STOP

You have now arrived at the forth and final stop. _____, please light the flame of fun.

To achieve your purpose of uniting with us, a high level of dancing enjoyment should be your goal. With this goal in sight, our common bond as friends can be a source of good fun. Now, for the big moment -- the award of your diplomas and badges. May I have the lights please!

Award Diplomas	Caller
Give out badges	Club President

Now your journey is complete. Welcome to the world of square dancing!

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HOW TO BOOK FOR DANCERS
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GRADUATION SKIT

By Cumi Bragg

(This skit was written for the Waco's club graduation. Hints for presenting follows the skit.)

Position No. 1

I am the Spirit of courage. Courage is symbolic of square dancing -- past, present, and future. Through courage, our life is enriched. Courage gives us vision for understanding other square dancers.

By your courage to participate in square dancing, may you contribute to the high principles for which square dancers stand. Fortitude and courage, too, square dancer's hearts are always true.

Position No. 2.

I am the Spirit of Service and Innovative Ideas. Innovative ideas are born amid the needs; they are the foundation for growth.

Service is the substance hoped for to apply those ideas. To manifest your ideas, and your willingness to serve square dancing is to render that which is good to others.

Position No. 3

I am the Spirit of Hope. I am the divine goal which has inspired man since time immemorial. I release man from bondage.

Hope is that element of the square dance heritage that is shared with others. We hope that you will share your new-found Spirit of Hope in square dancing with fellow dancers and as that Spirit flows, may it become your banner for square dancing.

Position No.4

I am the Spirit of Friendship. I serve to bind square dancers with warm feelings into the innermost recesses of the heart. I am the bond between all mankind; I know no limits. Friendship serves everyone. Through your smiles and enthusiasm for square dancing, may your rewards be great.

Position No. 5

Through the presentation of this diploma, we honor and serve square dancing. This diploma is a beacon of Courage, Service, Hope, and Friendship. With the compliments of (caller's partner) and myself, we present you with this diploma.

Impromptu greetings by the caller.

Hints for presenting skit:

Candlelight presentation is most effective (candles either white or club colors). Caller has only lighted candle at beginning. Person in Position No. 1 receives light from the caller and reads position No. 1. (Positions are prettier if held by couples to represent a square of dancers.) Position No. 2 lights candle from No. 1, etc., around the square and to the caller who reads caller's part just prior to presentation of diplomas. As each candidate receives diploma, he/she joins the square. When the diplomas are all presented, candles are extinguished for big yellow rocks. Initiation activities follow immediately with a "mixer" called and doing the grocery bag on feet, followed by new dancers being blindfolded for next "mixer" tip. (Mixer tip allows for everyone to dance in one big circle.)

IS YOUR CLUB PREPARED TO HANDLE AN EMERGENCY SITUATION?

By the time an emergency situation occurs it is too late to start thinking about what should be done, by whom, etc. By giving some thought and a little preparation to emergency procedures for your club and facility, the life you save may be your own!

To help your club become better prepared for an emergency, the following are some suggestions:

1. Know the Emergency Call for Medical Aid (ECMA).
2. The location of the nearest phone at your facility.
3. The address of your facility and the nearest cross streets.
4. Find out who in your club has first-aid/CPR training.
5. Fire extinguishers -- and how to use them.
6. Location of the nearest hospital.
7. Recommend that the clubs appoint an Emergency Coordinator. This individual should see that an emergency call is made (not make the call himself, just see that someone is responsible for doing it), check for dancer with First Aid/CPR training to assist victim, make sure nothing impedes with first aiders' assistance with victim, assist with what should be done with dancers (clear the hall, continue dancing, etc.), keep caller informed so that he can in turn keep dancers informed (a dancer has been hurt, ambulance is on the way, etc.).
8. Location of any First Aid Kits. We do not recommend that clubs purchase a first aid kit. Any emergency requiring more than ice or a band-aid will require a call for trained emergency personnel. But, if there is a First Aid Kit, a First Aider might be able to use it. Band-aids are always good to have on hand.
9. Review the ECMA at your dances and classes. Make sure all members, students, callers, and cuers are familiar with ECMA.

Take time to be prepared. In an emergency, time is very precious, and may mean the difference between life and death for you or someone you love. Then there will be no need for "what if's!"

We sincerely hope that all of this preparation will never be needed, but if an emergency does occur, we will all be prepared to the best of our ability.

EMERGENCY CALL FOR MEDICAL AID

Picture
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- 1 When a dancer goes down a second dancer attends him/her.
- 2 Remaining couples join hands and take a step away from the injured person, facing out. This allows the injured person and attendant air, room, and some privacy.
- 3 Raise joined hands as high as possible in the form of an arched circle.
- 4 On seeing this signal, the caller or Emergency Coordinator will immediately place an Emergency Call for Medical Aid.

HOW TO BOOK FOR DANCERS

A SUCCESSFUL CLUB CONTINUES ONLY IF ...

By Eloyse Cox, Whiting, New Jersey

As published in *American Squaredance*, November 1989

When I was president of our club, after one of my square dance promotion talks, someone said to me, "You really tell it like it is. I like that because it is very necessary sometimes." I don't know if that person would consider this to be one of those times, but I do, so here goes ...

Recently, I overheard a conversation that went like this: "Hi, are you going to the meeting?" "Naw." "You're not? How come?" "If I don't go, I stay out of trouble -- you know, some job or other. I don't want anyone depending on me, and I don't want to depend on anyone else. I'm retired." (I wonder if he has ever tried square dancing by himself?)

This set the wheels in motion. Just how long can a club continue to exist with members who do not want to get involved? Is this the reason for poor attendance at meetings? Do you all really feel that way? The time is over when you continually bounce officers back and forth like yo-yo's. Without progressive initiative for officers, your club will fold. Are you like the member above mentioned? Is this what you want? Your present officers have tried their best. The club is off and running. It should be fairly easy for new officers to follow. The pattern is set but your officers need help. It is nice to have special dances, caravans, mystery bus rides, raids, new classes, graduations, but it is both selfish and unfair to expect your officers to do the whole job while you sit back and enjoy. In the past, when we asked for chairmen for special activities, the excuses we heard would fill a book -- everything from "I'm not feeling well," "I'll be out of town," "I don't know anything about running a dance," "I'm too busy now: (We especially like that one), "I am not a joiner" (what is our club?), "I don't want to get involved" (How about the other three couples in your square?) to "Who would take care of my dog?" (Haven't figured the dog one out yet, but the rest are plain cop outs.) What makes anyone think they have a monopoly on these things? We are retired, and we do get just as tired as anyone else. We have medical problems and get sick; we have families we would like to see at times. Square dancing is not our only activity, and we didn't know any more about running a club or a square dance activity than anyone else, but decided we could learn. Time always rears its ugly head, but if you want to do a job, you'll make the time.

Only one person makes a president's job difficult, and that is the club member who does not want to get involved. When the presidents ask for volunteers and all they get back is a sea of zombie-like stares, they must do the job alone. Don't you think this discourages anyone who might want to hold office?

We hope you will examine your consciences and resolve to go to club meetings with constructive ideas in mind and to become involved. Don't wait for the nominating committee to come to you -- go to them and tell them what you would like to do. Can you imagine what a club we could have if every member gave just one year to the club, in some capacity?

In answer to the couple who said it didn't matter what happened to their club since they could always go somewhere else to dance, we say, "Did you ever think that someday you may not be able, nor wish, to drive 20 or more miles to dance? Wouldn't it be nice to have a square dance club within easy reach?"

NOW, what are you going to do for your club?

TO MERGE OR NOT TO MERGE THAT IS THE QUESTION

By Jeanette and Howard Olson

As published in *The Prompter*, January 1987

The Prompter recently visited the oldest "new" club in the Santa Clara Valley. If the name, The Hillbillie-Dudes and Dolls, has a familiar ring to it, it should. The club is an "amalgamation" of two well-established square dance clubs, the Highland Hillbillies and the Dudes and Dolls.

About a year ago, these two clubs were in a position shared by many other clubs -- declining membership, smaller class sizes, and increasing operating costs were making it difficult for the clubs to continue as viable organizations. This is where the expertise and experience of their boards came into play. They decided to explore the possibility of merging the two clubs together to form a much stronger single organization.

The following report was written by club members, Jeanette and Howard Olson, who were very much involved with all the mechanics of the merger.

In many areas, circumstances may make the growth and/or stability of square dance clubs uncertain. These clubs may be old or young have new ideas or long-standing traditions. Whatever their status, they were formed for the fun and fellowship of square dancing. They are needed in the overall scope of community activities.

The possibility of merging membership with another club to prevent dissolution of either should be explored. Two clubs at 34 and 35 years of age recently merged in the San Francisco Bay Area. These clubs were both charter members of the Santa Clara County Square Dancers Association and now live on to tell a success story. The following is shared to possibly be of help to others.

The following are some of the conditions that may be present:

- Declining membership
- Costly or unsuitable facilities.
- Availability of qualified callers.
- Small beginner class turn-out.

The characteristics of possible participants in merging clubs should be examined to determine compatibility. Is the average age of members similar? Is the

level of dancing the same, that is, do they enjoy APD, rounds between tips, quarterly selections, line dancing occasionally? Do the clubs enjoy similar social activities, such as camp outs, potlucks, attending hoedowns, holding party nights or mystery trips? Is the dancing night the same or is a change acceptable? A location must be considered, whether one used in the past or should be different for both clubs.

Especially needed is the desire of both memberships to pursue a merging venture, and input from all is important and should be requested and considered. If each club has a caller, their cooperation and insight is needed to facilitate the continuing of square dancing in a wholesome atmosphere for both memberships.

When implementing the merger of two clubs, a steering committee made up of members of both clubs can establish guidelines and a time frame and insure communication of progress to all members. One method successfully used to assist in communication is a one or two-page newsletter published monthly and sent to all members. This newsletter announces coming events, kitchen squares, birthdays, and anniversaries.

Clubs should dance together to acquaint all members with one another, joint board meetings should be held regularly, membership lists should be reviewed and inactive members contacted to determine their intent. Joint general meetings should be held on dance nights primarily as brief announcement time of steering committee work and board meeting recommendation; this also can be a time for input from the general membership. Communication is the key to success.

If merger proposals are acceptable to all members, the club's by-laws must be reviewed and consolidated. A key issue here is to determine what officers are needed and describe their duties. At the same time, it should be determined when the new officers are to take office. New officers take over when the merger is agreed upon. The revised by-laws are distributed to each member for reading before adoption. A revised membership list from each club should be collated. Don't push. Repeat. Don't push at this point.

The joint club's treasury is funded by each separate treasury contributing a predetermined amount per member. At this point, the steering committee should determine dues during the trial period, and set up a nominating committee made up from both clubs, instructing them to nominate from each club's membership.

If membership in a dancers association is desired, contact should be made and information and assistance requested. Their help and support made our merger easier.

The name is an emotional item that must have input from all members. A democratic procedure must be used but the members must have the ability to give their suggestions. The method used successfully in our club was to encourage members to write down their suggestions for a name. Consequently, the board, upon reviewing that list, recommended a likely possibility for the general membership to vote upon. The new name is a combination of two original names. This was important to all since we were two very senior clubs in our area.

Club badges are another item that needed input from all members in our clubs. The original member badges will continue to be worn with the addition of a bar bearing our new name. A new badge will be created for incoming new members.

In summary, the following items were taken into consideration:

- Communication
- Steering Committee
- Combined Board Meetings
- Combined General Meetings
- Monthly Newsletter
- Reviewing the Membership Lists
- Combining the By-Laws
- Club Name
- Club Badge
- And Patience

These merged clubs are dancing together, having fun, and enjoying new activities that different ideas and customs bring. It took a lot of hours and patience for the steering committee and club boards to make the merger happen, but it is now well worth it.

HOW DO OTHERS SEE US?

CREATING A GOOD IMAGE

By
Charley Engelhardt

We need to promote our image! Square dance callers and leaders agree. But let's think about it before we promote it. What kind of image do we want people to have?

Are square dancers people who have good, clean fun, and participate in a recreation more people would find to be fun, or ...

Are square dancers sort of the backwoods type who like to whoop it up to an activity a bit old fashioned and perhaps a bit uncouth?

With that in mind, let's examine how we get an image. It's likely the result of all we do, and what dancers do.

We can write new articles, and do radio and TV programs prompting square dancing. When doing so, keep in mind the image you want to project. Select pictures, material, and music to insure a positive reaction of your audience.

And here's another thought. Have you danced before the general public to attract interest of non-dancers? How about your music selection -- your material -- and how did your dancers dance? Another image.

Flyers! We put out a lot of flyers. Mostly to dancers. But it's worth a thought as to the illustrations used. Let's make sure they show contemporary square dancing.

Then there's the festival or other big events. It attracts the press and TV. It's wonderful to get that coverage, until you read the copy or see the pictures prepared by a non-dancer. Good publicity, but perhaps not quite the image we wanted. This is a bit of a hard problem, but maybe a "PR Square Dance Man" on the dance scene could be of assistance to the press and TV.

How about supplies used in square dancing stamps, flags, towels, etc. Contemporary in design?

"Well now, you've raised some questions." You say. Is publicity worth it?

Yes!! But let's promote a positive image of square dancers in an activity that's good, clean fun -- a recreation more people should enjoy!

"Let's promote a Positive Image ..."

TEN COMMANDMENTS FOR SQUARE DANCERS

By
Ann Omimous

- I. Thou shalt square dance only for the fun which thee will find in it.
- II. Thou shalt not be a snob, considering thyself too good to dance with any and all, sitting out the mixers, or leaving a square lest thou be required to dance with those whom thou deemest unworthy of thy talents, for the gods of retribution are zealous gods, and will visit their mischief upon thee, and thou will be the one to goof the square.
- III. Thou shalt not forget that thou wert once a beginner.
- IV. Thou shalt be exuberant, but shall act thy age. Do not offend others by thy high flung legs and out-flaired skirts.
- V. Thou shalt go abroad and dance with other callers so that they opinions expressed as to the merit of this one and that are one based on fact.
- VI. Thou shalt not let the stranger in thy midst sit on the sidelines and cool his heels, nor fail to speak to him.
- VII. Thou shalt bathe diligently that the sweet aroma of soap and shaving lotion may assail the nostrils of thy associates, leaving the more earthy smells to the farmyard.
- VIII. Thou shalt take care that the words of thy mouth are not scented with garlic or beer.
- IX. Thou shalt honor thy club and give it thy loyalty, for if thou canst not do this, it were better to separate thyself from it and joint thyself to another whose methods, members, and caller are more to they liking.
- X. Thou shalt not kill thy club with bickering and fault-finding.

JUST BELONG

Are you an active member
The kind who would be missed,
Or are you just contented
That your name is on the list?
Do you attend the meetings,
And mingle with the crowd,
Or do you come to the dance
Then crab both long and loud?
Do you take an active part
To help the club along,
Or are you satisfied to be
The kind to "Just Belong?"
Do you ever give suggestions
When the club looks kinda sick
Or leave that up to just a few,
Then talk about the "clique?"
And when a program's scheduled
That means success, if done,
Do you put your shoulder to the wheel
And work with everyone?
So, attend the meetings regularly,
And help with hand and heart,
Don't be just a member,
But take an active part.
Think this over, member,
Are we right or wrong?
Are you an active member –
Or do you just belong?

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here

PRAYER FOR BEGINNERS

May you dance as long as you want to, And want to as long as you can,
May our toes never stop tapping, to the beat of a square dance band.

I wish you a smile on your career, And a partner who can really swing,
And each hand a handclasp of friendship, As you right and left grand the ring.

May you never forget the struggle, When you lessons finally are through,
May you always reach back with the helping hand, That someone extended to you.

May you never become a dancer who knows all, And there's no more to learn,
In the midst of the muddle, come out of your huddle, Could be you who made the wrong turn!

And as long as you're dancing, enjoy it, And the friends that you'll make 'fore you're done,
With a smile and a song, promenade along, 'Cause you SQUARE DANCE, my friends,
FOR FUN!

Picture
here

SQUARE
DANCER'S
DREAM

I Dreamed I Square Danced in Heaven
It was the Angels Jamboree
Square Dancers filled that Heavenly Hall
As Far as the Eye Could See
The Lord was the Featured Caller
He also Cued the Rounds
And in that Eternity of Dancing
Not a Square or Round Broke Down
So when I say my Prayers Tonight
I'll ask the Lord to Please
Make my reservation for An Angels Jamboree

Originally Taken from the Motorhome of
Council Presidents
Red and Reva Null

Square Dancer's Prayer

*Almighty Father, we ask your blessings.
In your Holy Book, it is written that there is a
time to weep, a time to laugh and a time to
dance. And that the Holy King David, "danced
with all his might before the Lord."*

*Teach us, O Divine Master of the program of
life, ever to promenade on the path which is
straight and narrow, and never to miss our call
by allemanding with evil or do-si-do-ing with
temptation.*

*As we daily weave the ring of life, may we
always tag the line of Your commandments, in
readiness for life's final grand march. So that,
with a bow to your partner and corners all, we
may hear these words of welcome from
Heaven's Almighty Caller:
"Well done, good, and faithful servant."*

WHAT SQUARE DANCING IS ALL ABOUT

By Dwaine L. Cozby

President of Valley Associated Square Dancers, July 1991

1. YOU GO SQUARE DANCING TO MEET NEW PEOPLE AS WELL AS OLD FRIENDS
2. YOU ADD TO YOUR LIST OF FRIENDS
3. YOU LEARN TO HELP OTHERS , AS WELL AS YOURSELF , WITH PERSONAL GROWTH
4. HELPS YOU BE MORE ALERT
5. HELPS YOU LEARN PATIENCE WITH OTHERS , AS WELL AS WITH YOURSELF
6. BUILDS SELF CONFIDENCE AND SELF ESTEEM
7. IT'S GREAT MENTAL DIVERSION FROM OUR DAILY TROUBLESOME PROBLEMS
8. YOU'RE GETTING MENTAL PHYSICAL , AND HEALTHFUL EXERCISE
9. SQUARE DANCING CAN BE A LIFE -LONG ACTIVITY
10. YOU'RE RECEIVING ALL THE ABOVE GREAT BENEFITS , PLUS MANY MORE AND HAVING GREAT FUN

These are just a few of the many rewards derived from square dancing. Here's hoping that, as you read these few comments, you can each take a few minutes to think about what our great square dancing activity is really all about.

When you are prospecting for new class members (and we really do need your help) and someone says to you, "Oh you are one of those Do Sa Do people." You can say with great pride: "Yes, I am, and here are a few of the reasons why I feel so good about being part of the square dance world." Just hand them a copy of this letter. It will help them better understand what we are all about. *There are never any drugs or alcohol at our events!*

One great reason all of the above goals are achieved is because, when you have eight people in a square and each has to listen to what the caller is saying, all eight have to work together to keep the square from breaking down. Now, while they are listening, they have to forget their troubles. They have to forget personal and social difference, and whatever negative thoughts they might have, such as bashfulness, shyness, or whatever might be going through their minds, to be able to do the dance.

This is great because at the end of the 2-1/2 hour class, they feel great, and find they are enjoying themselves.

After about six months of this dance "therapy," they realize, "Boy, I haven't felt so good in a long time. I've made new friends, I'm feeling better about myself, and I'm really having a great time."

I hope each one of you are having as much fun and enjoyment out of square dancing and prospecting for *new dancers* as I am. *We need all the help and support we can get!*

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THE ANATOMY OF AN ASSOCIATION

The anatomy of any association or club includes four kinds of BONES.

WISH BONES who want someone else to do the job.

JAW BONES who talk a lot but do little else.

KNUCKLE BONES who knock everything others try to do.

BACK BONES who get behind the wheel and get the job done

WHAT KIND OF A "BONE" ARE YOU?

Picture here

SOMEBODY GETS THE JOB

SOMEBODY gets the job done ... if EVERYBODY helps.
EVERYBODY knows there are three BODIES on every committee,

SOMEBODY, ANYBODY, AND NOBODY.

ANYBODY knew that there was work for
EVERYBODY; but when the chairman asked for volunteers, saying
"ANYBODY can do it,"
EVERYBODY thought that
SOMEBODY would; but
NOBODY did. Then
SOMEBODY decided that, since
ANYBODY could; but
NOBODY did,
SOMEBODY should, so he/she volunteered. When
EVERYBODY saw
SOMEBODY doing what
EVERYBODY could; but
NOBODY did,
EVERYBODY lent a hand and ... the job was soon done.