

CALIFORNIA SQUARE DANCE COUNCIL, INC.



STANDING RULES

ADOPTED November 8, 2008

REVISED January 13, 2018

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**CALIFORNIA SQUARE DANCE COUNCIL, INC.
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1. APPLICATION FOR AND TERMINATION OF AFFILIATION

- A. Each applicant for affiliation in the California Square Dance Council, Inc. (hereinafter "Council" / "Corporation") 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 Articles of Incorporation, Bylaws and Standing Rules of the California Square Dance Council, Inc. [05/09/2015]
- B. Investigation of the application for affiliation with the California Square Dance Council, Inc. shall be the responsibility of the Membership Committee.
- C. Any Affiliate who fails to uphold or comply with Council's governing documents or fails to be represented at three 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 months before such vote is taken.
 - (1) The President shall set a date, place and time to meet for an appropriate hearing of the charges against the accused;
 - (2) The date of said hearing shall be within 30 days of receipt of the petition for removal;
 - (3) The Council Secretary shall notify all parties, by registered mail, of the date, place and time of this hearing;
 - (4) All parties - the petitioners and the accused - must attend said hearing, which shall be open to any other officers and/or members of the Board of Directors;
 - (5) The hearing shall be conducted pursuant to the rules and procedures established by the Board of Directors at the time such hearing becomes necessary.
- D. An Affiliate shall be held responsible for any action that may be detrimental to the purposes of the Articles of Incorporation, Bylaws, and Standing Rules of the California Square Dance Council, Inc.

2. OFFICERS

- A. The officers of Council shall be nominated, elected and/or appointed and approved pursuant to the Bylaws.

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- B. An individual or a couple can hold any specific office within the corporation. If a couple is nominated, elected, and installed into any office, that couple is treated as an entity. If a member of that couple cannot fulfill the responsibilities of the office, the spouse or elected dancing partner has rights of succession to that office.

3. AREA VICE PRESIDENTS

The Area Vice Presidents' duties shall include, but not be limited to:

- A. Being a member of the Membership Committee.
- B. Being a member of the Insurance Program Representatives.
- C. Assisting the Affiliate Representatives in their areas.
- D. Holding regular meetings with the Affiliates in their area. [05/08/2010]
- E. Obtaining the hosts for future Council Meetings and assisting those Affiliates within their Area with the Council meeting hosting responsibilities.
- F. Ensuring that incoming Affiliate Representatives receive a current copy of the President's Binder, Guide to New Council Presidents, and Welcoming Letter.
- G. Serving as liaison between the Progressive Squares Program Chairman and all Affiliates within their geographic areas.
- H. Consulting the Affiliate Representatives in their areas to locate State Convention sites which will be recommended to Council and the California State Square Dance Convention Advisory Committee.
- I. Transporting and setting-up, with the assistance of the hosting Affiliate, Council-owned sound equipment for Council meetings held in their areas.

4. SECRETARY

The Secretary's duties shall include, but not be limited to:

- A. Recording a list of action items on a cover page to the minutes. Action items shall be those items of business which require at the next meeting the vote of, and/or input from, members of the Affiliates.
- B. Disbursing minutes no later than 45 days after the meeting.

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- C. Mailing copies of minutes packages to past presidents or past representatives who donate to cover the cost of mailing these packages. Such individuals shall donate \$20.00 per year for the Draft Minutes, Roster, Agenda, Invitation Letter and To-Do-List, or \$5.00 per year for electronic versions of the Draft Minutes, Roster, Agenda, Invitation Letter, and To-Do-List. Donations shall be due at the September meeting. [05/08/2010]
- (1) Electronic draft minutes of the previous meeting will be made accessible to those on the Minutes Distribution List six weeks prior to each regular Council meeting. [05/08/2010]
 - (2) Electronic access to the draft and approved sets of minutes will be available to all Minutes subscribers.
 - (3) The Council Secretary and the Council E-Mail Moderator will jointly maintain the Minutes Distribution List.
 - (4) Following approval of the minutes at the subsequent Council meeting, all additions, changes, or corrections will be incorporated into the "Final Copy," which will be made accessible to those on the Minutes Distribution List in electronic format only.
 - (5) With the approval of the Board of Directors, Council meeting minutes may be publicly available through posting on the Council website.
- D. Preparing a roster of past Affiliate Representatives for distribution at the September meeting each year. [05/08/2010]
- E. Preparing a current Council roster consisting of names, addresses, zip codes, email addresses when available, and telephone numbers identifying Council Officers; Affiliate Presidents or Representatives, designating the date of their term expiration and the number of clubs represented; Council Standing and Special Committee Chairmen; Council Standing and Special Committee members (with the exception of the California State Square Dance Convention Committees); working and awarded California State Square Dance Convention General Chairmen; Recognized Publications; and qualified Parliamentarians for distribution at each meeting.
- F. Preparing and publishing the consolidated list of effective pages of Council publications with the minutes of the September Council meeting. [05/08/2010]
- G. Having at least ten (10) copies of each Council publication at each Council meeting.

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5. TREASURER

The Treasurer's duties shall include, but not be limited to:

- A. Distributing unexpended delegate registration funds returned to the Council treasury by the California State Square Dance Conventions pursuant to the California State Square Dance Convention Policy.
- B. Receiving from each Council Officer or Committee Chairman having an active bank account (*i.e.*, Insurance Chairman, Active and Working California State Square Dance Conventions, and any other separate accounts which may be established by the Board of Directors) a fiscal report (August 31, December and April 30) of the status of their accounts for incorporation into the regular Council financial statement. These reports are to be submitted by the appropriate Council Officer or Committee Chairman to the Council Treasurer no less than seven days prior to each regular Council meeting. Final information affecting the year ending July 31 shall be submitted to the Treasurer no later than October 15 of each year. [05/08/2010]
- C. Preparing and presenting at the September Council meeting a combined set of financial statements (Balance Sheet and Income Statement) reflecting all of Council's business activity for the fiscal year beginning August 1 and ending July 31 (including Insurance, Conventions, and any other separate accounts). [05/08/2010]
- D. Preparing these and, as appropriate, other Federal and State corporate filings as detailed in Exhibit A, Corporate Filings:

(1) Federal filings –

Council is required to file the following forms annually with the IRS:

- (a) 1099 – Miscellaneous Income and 1096 – Transmittal of Miscellaneous Income (if \$600.00 or more is paid to any caller, cuer or other independent entity). These forms are filed on a calendar year basis.
- (b) 990 – Return of Organization Exempt From Income Tax.
- (c) 990T Exempt Organization Business Income Tax Return.
- (d) These forms must be filed by the 15th day of the fifth month after the end of the fiscal year. Council's fiscal year ends July 31, so the returns are due December 15.

It may be necessary to make estimated quarterly tax payments on unrelated business income (Form 990T) if taxes total \$500.00 or more.

The payment is deposited with a Form 8109 Federal Tax Deposit coupon at the bank where the Council's business account is held.

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(2) State filings –

Council is required to file the following forms with the State of California:

- (a) Secretary of State – Statement of Domestic Non-Profit Corporation. This form must be filed biennially by the end of the calendar month of the anniversary date of incorporation. Since Council was incorporated on March 6, 1972, the filing date of this form would be March 31 of any even year. Amendments may be made between biennial filings free of charge to reflect changes in the previous filing.

- (b) Franchise Tax Board – California Tax Form 199 – Exempt Organization Annual Information Statement and Tax Form 109 – Exempt Organization Business Income Return are due by the fifteenth day of the fifth month following the end of the fiscal year. Since Council's fiscal year ends July 31, these forms must be filed by December 15.

It may be necessary to make estimated quarterly tax payments on unrelated business income (Form 109). These payments are sent with California 100-ES Form – Corporation Estimated Tax to the Franchise Tax Board.

6. QUALIFICATIONS FOR PARLIAMENTARIANS

The Chairman of the Bylaws Committee shall maintain a list of qualified Parliamentarians who will be eligible to serve as Council Parliamentarian. To be added to this list, individuals shall:

- A. Have previously served as a parliamentarian of an organization for at least six months; and

- B. Pass an examination of parliamentary procedure administered by the Chairman of the Bylaws Committee. This examination will test an individual's knowledge of at least:
 - (1) Receiving and processing motions;
 - (2) The different forms of voting;
 - (3) The effect of a tie vote; and
 - (4) The rules concerning the use of motions.

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7. PUBLIC RELATIONS DIRECTOR

The Public Relations Director's duties shall include:

- A. Creating and maintaining favorable impressions of dancing before the general public and correcting erroneous conclusions; informing member Affiliates of Council's activities, objectives, and programs. [05/09/2015]
- B. Maintain contact with other state organizations and with the United Square Dancers of America, Inc. regarding Council activities. [05/09/2015]
- C. Maintain information files concerning regular dance publications in the State, including submitting current Council Officer information to these publications and a roster of the officers, associations and caller associations. [05/09/2015]
- D. Supply information concerning California Square Dance Council, Inc. dance activities to any organization or dancer requesting same. [05/09/2015]
- E. Work with other committee chairmen for publicity of various activities for Council. [05/09/2015]
- F. Write Council news releases and mail copies to publications on established mailing lists. [05/09/2015]
- G. Collect materials (reports, flyers, etc.) from Council Officers, Board of Director members, etc. for dissemination to the Affiliate Representatives; compile them into folders for distribution to the Council Officers and Affiliate Representatives seated at the table immediately prior to the commencement of each Council meeting. [05/09/2015]
- H. Maintain the Council Affiliate nameplates utilized during the Council meeting, including updating the names of the current Affiliate Representatives. [05/09/2015]
- I. Be responsible for ordering and distributing badges pursuant to Standing Rule 30 below. [05/09/2015]
- J. Maintain the Council Showcase of Ideas display for use at State and National Conventions as well as for use by the Area Vice Presidents at festivals within their Areas. [05/09/2015]
- K. The Public Relations Director shall be responsible for obtaining any promotional National Square Dance Conventions® giveaways in accordance with Standing Rule 35 below. [05/09/2015]
- L. All official press releases authorized by the California Square Dance Council, Inc. shall be reviewed by the Public Relations Director and be designated "Official Press Release. [05/09/2015]

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8. HISTORIAN

- A. The Historian is custodian of all equipment and property of Council.
- B. The Historian shall supply the President, Treasurer, and Secretary with a current and accurate list of all equipment and property, including the cost of same, as well as the name and address of the Officers currently in possession of said equipment.
- C. The Historian will prepare and display at each Board of Directors meeting and each State Convention an historical record of Council activities.

9. INSURANCE CHAIRMAN

- A. The Insurance Chairman's duties shall include promoting and administrating of Council's insurance program; recommending an insurance fee for the upcoming year; processing requests for insurance certificates; transmitting insurance certificates to Affiliate's Insurance Chairman; processing insurance claims; and maintaining information files on the Insurance program.
- B. The Insurance Chairman shall meet and work with his successor for 60 days to assure a smooth transfer of responsibilities and funds, including all papers and records pertaining to the office.
- C. The Insurance Chairman shall attend at least two Council meetings in each calendar year for which he is to be reimbursed from the insurance fund for two nights' lodging per meeting attended not to exceed \$50.00 per night. [05/08/2010]
- D. The Insurance Chairman should have an insurance provider for the next year ready to present to Council for approval no later than the September meeting. [05/08/2010]
- E. New brochures, application forms, and a full description of the program and its operation shall be in the hands of the Affiliate Presidents or Affiliate Representatives and the Insurance Committee no later than the September Council meeting. [05/08/2010]
- F. The Insurance Program will only be offered to Affiliates of the California Square Dance Council, Inc.

10. REPLACEMENT OF COUNCIL PRESIDENT-ELECT

- A. In the event of a vacancy in the Council President-Elect position, the position will be filled by the Membership Committee Chairman in accordance with the procedure established within the Bylaws and Standing Rules for a seated Council President.

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- B. If the Membership Chairman does not accept the position, immediately after roll call, the Assistant Membership Chairman will announce that a special election will be held to elect a Council President to complete the term of the vacant office.
- C. Candidates shall be limited to the Area Vice Presidents-Elect and the consent of a candidate must be obtained before a name is placed in nomination.
- D. If more than one candidate is nominated, voting shall be by secret ballot and a majority of votes cast is necessary to elect.
- E. The newly-elected President will then assume the chair and conduct the remainder of the meeting.

11. TERMS OF COMMITTEE SERVICE

Except as otherwise provided in the Bylaws or Standing Rules, all committee Chairmen shall be appointed for a term of two years to coincide with the term of the Council President. [01/14/2012]

12. MEMBERSHIP COMMITTEE

- A. There shall be a standing committee known as the Membership Committee to which applications for affiliation and membership in the California Square Dance Council, Inc. must be submitted. The Area Vice Presidents shall serve as the Membership Committee.
- B. The Committee shall:
 - (1) Receive and evaluate applications for membership in Council submitted pursuant to the Council Standing Rules.
 - (2) Make a recommendation to Council concerning any membership application received.
 - (3) When appropriate and with the approval of Council, impose filing requirements for membership applications in addition to those listed in the Council Standing Rules.
 - (4) Immediately upon election, select its Chairman and Assistant Chairman.
- C. The President or duly authorized Representative of the applicant must be present at the Board of Directors meeting when an application is presented to Council.

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- D. Application for affiliation will be voted on at the next regular meeting of Council.
- E. The Membership Committee may, in addition to the Standing Rules, prescribe the procedure for election and identification of Affiliates.

13. DANCE PROMOTION COMMITTEE

- A. This committee shall be composed of the Dance Promotion Committee Chairman, all the Affiliate Representatives and other Council members who have been approved by the Affiliates. The Affiliate Representatives will be assigned to this committee prior to their first Council meeting by the Council President and will serve on this Committee so long as they serve on the Council Board of Directors as an Affiliate Representative.
- B. Within this Committee, there shall be a Chairman for the Council Web Page (Webmaster), a Chairman for the Progressive Squares Program, a Chairman for the Friendship Badge Program, a Chairman for the Golden Dancer Program and other Chairmen appointed by the Council President. An assistant webmaster(s) may be appointed at the discretion of the Council President.
- C. The Dance Promotion Committee shall conduct periodic surveys of dance activities throughout the state. The Committee shall:
 - (1) Prepare reports from the surveys for submission to the Board of Directors; and
 - (2) Recommend to Council methods for improving dancing activities.
- D. Council Web Page – Webmaster/Assistant Webmaster shall:
 - (1) Recommend equipment and/or services to provide Council with an appropriate public internet presence;
 - (2) Administer such equipment and services as Council deems appropriate;
 - (3) Provide for public internet access to such Council documents and information as deemed appropriate by Council;
 - (4) With the approval of the Board of Directors, make Council meeting minutes excluding financial information publicly available by posting them on the Council website; and

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- (5) Include, but do not limit, these items on the Council website:
- (a) Council Articles of Incorporation, Bylaws, Standing Rules and State Convention information with links;
 - (b) Current officers and contact information;
 - (c) Affiliate information and links;
 - (d) Council meeting schedule;
 - (e) Insurance information and forms; and
 - (f) "How To For Dancers" booklets

E. Progressive Squares Program

- (1) The Progressive Squares Program Chairman shall:
- (a) Administer the Council Progressive Squares Program;
 - (b) Encourage all dancers to actively participate in the Progressive Squares Program; and
 - (c) Purchase and distribute Progressive Square dangles to Affiliates.
- (2) Progressive Squares Day shall be held at the discretion of each Affiliate.

F. Friendship Badge Program

The Friendship Badge Program Chairman shall administer the Council Friendship Badge Program pursuant to Standing Rule 31 below.

G. Golden Dancer Program

The Golden Dancer Program Chairman shall:

- (1) Receive names, clubs, Affiliates, and ages of dancers who are age 80 or over who shall be known as Golden Dancers;
- (2) Prepare a Certificate of Recognition to award to each Golden Dancer;
- (3) Maintain a current listing of all Golden Dancers;

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- (4) Obtain the signature of the Council President on each Golden Dancer certificate; and
- (5) Present the Certificate of Recognition to the Golden Dancer through the President or Representative of the Golden Dancer's Affiliate.

14. LEADERSHIP/EDUCATION COMMITTEE

- A. This committee shall be appointed by the President at the September Council meeting with no limit as to the number of years of service. [05/08/2010]
- B. This Committee shall maintain the California Square Dance Council, Inc., "How To For Dancers Booklet," "Council Affiliate Representatives Handbooks," and the "New Affiliate President's Guidebook." Replacement copies of the "Council Affiliate Representatives Handbooks" are available from the Leadership and Education Committee for a charge of \$15.00 each. [05/08/2010]

15. PUBLICATION REVIEW COMMITTEE

- A. This committee shall be composed of three members, appointed by the President at the September Council meeting for a three-year term. [05/08/2010]
- B. The purpose of this committee shall be to review all changes to the Council Bylaws, Standing Rules, "How To For Dancers Booklet," any Council publication containing administrative guidelines and any other document when directed by the proper authority.
- C. The purpose of the review will be to correct spelling, grammar and other clerical errors. When completed, the document reviewed will be returned to the original committee for approval, printing, and distribution.

16. FINANCE AND BUDGET COMMITTEE

- A. The Finance and Budget Committee shall be composed of the Treasurer as Chairman and one member from each Vice President's area.
- B. The Committee shall:
 - (1) Prepare and present a budget for adoption by the Board of Directors at its regular meeting in May. 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.
 - (2) Review and make recommendations on proposed expenditures, not appearing in the budget.

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- (3) 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.

17. 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 the 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 Board of Directors meeting; and when requested, serve as advisor to State Convention committees on youth activities at California State Square Dance Conventions.
- C. Each Area Youth Advisor shall advise, as necessary, each Affiliate 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 dancing that can be distributed to schools, parks and recreation departments, churches and YMCA, YWCA, Boy Scout, Girl Scout, Boys' Club, Girls' Club, and other youth 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;

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- (8) Develop and maintain a schedule of youth and family club classes; and
- (9) Provide oversight for the Youth Scholarship Program.

18. HANDICAPABLE ADVISORY COMMITTEE [05/08/2010]

A Handicapable Advisory Committee is established subject to the following conditions to perform the following duties: [05/08/2010]

- A. The Committee shall be composed of the Council Handicapable Advisor as Chairman and one Area Handicapable Advisor from each Vice President's area. [05/08/2010]
- B. The Council Handicapable Advisor shall coordinate statewide Handicapable programs and activities; conduct meetings of the Handicapable Advisory Committee; report the activities of the Handicapable Advisory Committee at each Board of Directors meeting; and when requested, serve as advisor to State Convention committees on Handicapable activities at California State Square Dance Conventions. [05/08/2010]
- C. Each Area Handicapable Advisor shall advise, as necessary, each Affiliate in his area regarding Handicapable activities. [05/08/2010]
- D. The Handicapable Advisory Committee shall:
 - (1) Review existing Handicapable program educational material for accuracy, and develop new material as necessary; [05/08/2010]
 - (2) Develop materials promoting Handicapable dancing that can be distributed to schools, parks and recreation departments, churches and YMCA, YWCA, Boy Scout, Girl Scout, Boys' Club, Girls' Club, and other Handicapable organizations; [05/08/2010]
 - (3) Develop programs designed to maintain the interests of Handicapable in square dancing; [05/08/2010]
 - (4) Develop and manage fund raising programs designed to supply funds for Committee projects and financial assistance requests from statewide Handicapable groups; [05/08/2010]
 - (5) Act as the trustee of the Handicapable fund. Establish guidelines under which statewide Handicapable groups may apply for financial assistance from this fund, a program to investigate such requests, and procedures for Council action on such requests; [05/08/2010]

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- (6) Develop and maintain a Handicapable census reporting the number and location of Handicapable dancers throughout the state; [05/08/2010]
- (7) Develop and maintain a directory of Handicapable and family clubs throughout the state; and [05/08/2010]
- (8) Develop and maintain a schedule of Handicapable and family club classes.

19. MERCHANT ACCOUNT ADMINISTRATION COMMITTEE [05/10/2014]

- A. The Merchant Account Administration Committee shall be composed of (1) the Chairman; (2) the Area Vice President of the Area in which this Chairman resides; and (3) the Council President. [05/10/2014]
- B. The Committee shall:
 - (1) Maintain a separate bank account for processing all Council/State Convention merchant account credit card transactions. [05/10/2014]
 - (2) Monitor all merchant account credit card transactions to ensure that funds are distributed to the appropriate Convention Committee or account.
 - (3) Submit timely reports for incorporation into the Council Treasurers' consolidated regular financial statement. [05/08/2010]
 - (4) The Council President shall appoint an audit committee at the May Council meeting to conduct an audit of the Merchant Account Administration Committee books and to report to the Board of Directors at the September Council meeting. [05/10/2014]
- C. All checks drawn on this account require the signatures of two committee members; except that no two members of the same family may countersign the same check. [01/14/2012]

20. INSURANCE PROGRAM REPRESENTATIVES

- A. The Insurance Program Representatives shall be composed of the elected Insurance Chairman, the Area Vice Presidents, and the Insurance Chairmen of the Affiliates that participate in Council's insurance program.
- B. The Insurance Program is based on the calendar year, January 1 through January 1 inclusive.
- C. The Insurance Program is voluntary and participation is at the discretion of Affiliate members.

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- D. Insurance Program guidelines are contained in a separate handbook and distributed to all Affiliate members and the Insurance Program Representatives.

21. COUNCIL CHART OF FESTIVALS COMMITTEE

- A. This committee shall be appointed by the President at the September Council meeting with no limit as to the number of years of service. [05/08/2010]
- B. The purpose of this Committee shall be to compile, publish, and distribute a listing of all Council Affiliate Festivals, California State Square Dance Conventions, and Progressive Square Dance Days with dates, locations, and points of contact for each. [09/08/2012]
- C. To facilitate the preparation of the Council Chart of Festivals each Affiliate shall submit to the Council Chart of Festivals Committee a definition of its festival schedule (e.g., Affiliate festival held first Friday weekend of month) as well as the specific dates for their following year's festival not later than the September Council meeting. [09/08/2012]
- D. Copies of the Council Chart of Festivals shall be published as needed and made available for distribution annually at the January Council meeting. [09/08/2012]

22. COUNCIL E-MAIL MODERATOR

The Council E-Mail moderator shall:

- A. Maintain a forum for discussion of Council business and Council related matter;
- B. Allow read and write access to all elected and appointed officers of Council, Council committee chairmen, members of Council committees, and Affiliate representatives;
- C. Allow read access to interested outside parties to peruse the forum so far as practical, while restricting access to this forum as needed to protect it from outside intrusions;
- D. Monitor this access as needed to maintain an orderly forum, but never to materially influence the discussion of Council business; and
- E. Jointly maintain the Minutes Distribution List with the Council Secretary.

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23. UNITED SQUARE DANCERS OF AMERICA, INC. DELEGATES

The Council President and immediate Past Council President shall represent Council as delegates to United Square Dancers of America, Inc. (USDA). The President shall appoint two alternate delegates at the September Council meeting. These alternates may represent Council at any meeting at which the President or immediate Past President is absent. Finally, the President, or any elected Officer in the absence of the President, may make such emergency appointments of Council members as are necessary to ensure Council is always represented by four delegates at any USDA meeting. [05/08/2010]

24. SUBMISSION OF RÉSUMÉ

Any member seeking elected office in Council shall submit a written résumé at the January meeting of the years in which the election will occur which shall be included in the January Council minutes. [05/08/2010]

25. CALIFORNIA SQUARE DANCE COUNCIL MEETINGS

- A. Hosting of California Square Dance Council meetings shall be by bid of Affiliates, the dates to be rotated between the four geographical areas with one meeting in each of the Council Affiliate areas per calendar year with the exception of the area where the Annual State Convention is held. The May meeting (11 months prior to the State Convention) is to be held in the area hosting the next year's State Convention. The bids will be submitted to the Membership Committee who will be responsible to verify that the requirements of the Standing Rules are being met. [05/08/2010]
- B. Council meetings shall be opened and closed by the President or authorized Representative of the hosting Affiliate with the business portion of the meeting being conducted by the Council President.
- C. Council meetings shall commence at 10:00 a.m. with a recess for lunch and adjourn by 5:00 p.m.
- D. Caucuses during meetings will be permitted by a two-thirds affirmative vote of the Board of Directors.
- E. Sound for Council Board of Directors meetings will be provided by Council. The President shall appoint a sound facilitator at the September meeting to oversee the maintenance of the equipment as necessary. It shall be the responsibility of the host Area Vice President to transport and set up the Council-owned sound equipment with the assistance of the other Area Vice Presidents for all Council meetings. [05/08/2010]
- F. Hosting duties shall be detailed within AFFILIATE GUIDELINES FOR HOSTING COUNCIL MEETINGS included as Exhibit B to these Standing Rules.

**CALIFORNIA SQUARE DANCE COUNCIL, INC.
STANDING RULES**

- G. Routine Officer and Committee reports will be submitted in writing and/or acceptable electronic format within 15 days following the meeting to the Secretary to become a part of the minutes of Council meetings rather than being read during Board of Directors meetings.

26. REPRESENTATIVE LETTER OF AUTHORIZATION

- A. Should an Affiliate's Voting Representative be unable to attend any Board of Directors meeting, said Affiliate shall notify the Council Secretary in writing (electronic message or fax is acceptable) in advance of the meeting identifying its replacement.
- B. Each Affiliate Letter of Authorization shall be presented by the Council Secretary to the Board of Directors for approval prior to Roll Call and prior to the seating of the alternate Affiliate Representative at the Board of Directors table.

27. INSTALLATION CEREMONIES

If an installation ceremony is desired, it shall be performed by a representative of the Council Affiliate Past Presidents' Group. The total installation ceremony will not exceed 10 minutes.

28. DUES

- A. Each Affiliate member of Council shall be assessed annual dues in an amount equal to \$1.00 per insured dancer based on current year's July 31st insurance records with a minimum of \$125.00 per year per affiliate. Annual dues are due as of August 1st of each year and shall be payable at the September meeting each year and shall be considered delinquent if not paid by the September meeting. [09/12/2015]
- B. An Affiliate will lose all rights and privileges attributable to affiliation with the California Square Dance Council, Inc. including voting rights and the privilege to participate in the insurance program for failure to pay dues by the above-established due date.

29. REIMBURSEMENT FOR EXPENSES

Council will compensate the hosting Affiliate up to \$600.00 for reimbursement of meeting room expenses upon receipt of itemized bills. [01/13/2018]

30. BADGES

- A. Any badge designated as the official badge of the California Square Dance Council, Inc. shall be paid for by the individual members of Council who wish to purchase it.

**CALIFORNIA SQUARE DANCE COUNCIL, INC.
STANDING RULES**

- B. The Public Relations Director shall be responsible for ordering and distributing badges.

31. RECOGNIZED PUBLICATIONS

Due to the frequent additions and deletions to this list, names of currently recognized publications as approved by the Board of Directors will appear on a list maintained by the Council Secretary. Said list shall be distributed as part of the regular Council Roster distributed by the Council Secretary. [05/08/2010]

32. EFFECTIVE DATES OF COUNCIL PUBLICATIONS

- A. All Council publications shall be issued with the date of adoption imprinted in the lower left hand corner of each page.
- B. Each time a change is made to a Council publication, the entire page upon which the changed material is located shall be reissued.
- C. The Officer or Chairman responsible for each Council publication shall prepare a list of effective pages for that publication. This list shall record each page by number and the date of its last change as contained in the lower left hand corner of the page.
- D. The Officer or Chairman shall provide this list of effective pages to the Secretary. Each time a change to the publication is made; the responsible Officer or Chairman shall prepare a new list of effective pages and give it to the Secretary.
- E. The Secretary shall maintain the list of effective pages with a copy of each publication. He shall give a copy of the list with each copy of the publication he distributes. Each year he shall combine each list into a single consolidated list of effective pages. This combined list shall be published with the minutes of the September Council meeting. [05/08/2010]
- F. All questions regarding the effective date of a Council publication shall be referred for resolution to the consolidated list of effective pages published with the minutes of the previous September Council meeting, and to the minutes of subsequent Council meetings. [05/08/2010]

33. FRIENDSHIP BADGE PROGRAM

- A. All dancers are eligible to participate in the California Square Dance Council, Inc. Friendship Badge Program.
- B. A Friendship Badge Program award will be presented to any dancer who attends any six (6) festivals listed on the Council Chart of Festivals. The dancer must dance at least one tip at each event, and may count a festival only once for any award. [01/14/2012]
- C. Friendship Badge Program awards will be presented to youth and Handicapable dancers as follows:

CALIFORNIA SQUARE DANCE COUNCIL, INC.
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- (1) A Friendship Badge Program award will be presented to any youth dancer who attends three (3) qualifying events as defined in Standing Rule 33B and at least one California State Square Dance Convention or one National Square Dance Convention[®] held in California. The dancer must dance at least one tip at each event, and may count a festival only once for any award. [01/14/2012]
 - (2) A Friendship Badge Program award will be presented to any Handicapable dancer who attends two qualifying events as defined in Standing Rule 33B and at least one California State Square Dance Convention or one National Square Dance Convention[®] held in California. The dancer must dance at least one tip at each event, and may count a festival only once for any award.
 - (3) Attendance at the events will be recorded on a Friendship Badge Program document that shall contain for festivals the name of the festival, the date of attendance and the signature of any Affiliate festival committee member. For State or National Conventions, the document will contain the year of the convention and the signature of any member of the convention committee.
 - (4) The Friendship Badge Program Badge Program award shall consist of a badge swinger containing the words "California State Friendship Badge" and a number designating the total of awards with the date of award on the back. The recipient will also be given a certificate.
- D. Each Affiliate will be responsible for collecting completed Friendship Badge Program documents, signing them, and forwarding them to the Friendship Badge Program Chairman. The Chairman will validate the documents, obtain the swingers, and arrange for presentation of the awards by the Affiliate. The awards will be presented to the dancers at appropriate ceremonies.
- E. Dancers may receive any number of awards provided they meet the above qualifications for each award.

34. STATE AND NATIONAL SQUARE DANCE CONVENTIONS[®]

- A. At the close of each California State Square Dance Convention, the General Chairman of the working convention shall correspond with each caller, cuer, *et al*, residing or calling on a regular basis in California. Such communication shall advise of the dates, locations and General Chairmen of all active, working and awarded conventions.
- B. California State Square Dance Convention Policy and Guidelines adopted by Council are contained in a separate handbook and distributed to all Affiliate members.
- C. Policies for conducting a National Square Dance Convention[®] will be prepared at such time as it may become necessary to do so.

**CALIFORNIA SQUARE DANCE COUNCIL, INC.
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35. NATIONAL SQUARE DANCE CONVENTION® GIVEAWAYS

- A. Council may purchase souvenir pins and/or stickers to be given away at National Square Dance Conventions®.
- B. The Public Relations Director shall present for approval at the September meeting the designs of appropriate pins and/or stickers to be given away by those Council members attending the next year's National Square Dance Convention®. Such giveaways shall be unique to California. The Affiliates may approve the design(s) submitted, or may approve some other design(s), but, in either event, shall establish the quantity to be ordered. In the alternative, the Affiliates may elect to waive National Convention giveaway participation for that year.
- C. The Public Relations Director shall procure approved giveaways and shall distribute them to the Affiliates at the May Council meeting.
- D. This rule shall not prohibit the approval of additional giveaways at National Square Dance Conventions® to advertise Council's intention to bid to host future National Square Dance Conventions®

36. COUNCIL AFFILIATE AREA ASSIGNMENTS

Each Affiliate shall be assigned to one of the four geographic areas as follows:

- A. Northern Area: Associated Square Dancers of Superior California, Inc.; Northern California Square Dancers Association, Inc.; North State Dancers' Association, Inc.; Peninsula Square Dance Federation; Santa Clara Valley Square Dancers Association, Inc.; and San Joaquin Valley Square Dancing Association, Inc.
- B. Central Area: Central Coast Square Dance Association; Central California Square Dance Association, Inc.; Council Affiliate Past President's Group; United Square Dancers Association; and Valley Associated Square Dancers.
- C. South Central Area: Bachelors 'n' Bachelorettes International, Inc.; Cow Counties Hoedown Association, Inc.; Handicapable Square Dancers of California; South Coast Association of Dancers; and Western Square Dance Association, Inc.
- D. Southern Area: Back Country Square Dance Association; Palomar Square Dance Association, Inc.; and San Diego Square Dance Association, Inc.

Each of these areas shall be represented by an Area Vice President nominated and elected in accordance with the Council Bylaws.

37. STANDING RULES AMENDMENTS

These Standing Rules may be amended by a two-thirds vote or a majority vote provided notice has been given at the previous meeting.

**CALIFORNIA SQUARE DANCE COUNCIL, INC.
STANDING RULES**

38. LIST OF EFFECTIVE PAGES

LIST OF EFFECTIVE PAGES

PAGE	REVISED	PAGE	REVISED	PAGE	REVISED
Title	01/13/2018	12	05/12/2012	C-i	09/12/2015
i	05/13/2017	13	05/10/2014	C-1	09/10/2011
ii	01/13/2018	14	05/10/2014	C-2	05/12/2012
1	05/09/2015	15	09/08/2012	C-3	09/12/2015
2	05/08/2010	16	05/08/2010	C-4	05/08/2010
3	05/08/2010	17	01/13/2018	C-5	05/08/2010
4	05/08/2010	18	05/13/2017	C-6	05/08/2010
5	11/08/2008	19	05/12/2012	C-7	05/12/2012
6	05/09/2015	20	05/12/2012	C-8	05/10/2014
7	05/08/2010	21	01/13/2018	C-9	01/11/2014
8	01/14/2012	A-1	11/08/2008	C-10	05/12/2012
9	11/08/2008	B-1	05/09/2015	C-11	05/12/2012
10	05/12/2012	B-2	11/08/2008	C-12	05/12/2012
11	05/12/2012	B-3	01/11/2014		

**CALIFORNIA SQUARE DANCE COUNCIL, INC.
STANDING RULES – EXHIBIT A**

CORPORATE FILINGS

The California Square Dance Council, Inc. was incorporated in the State of California March 6, 1972. Council was recognized as a tax-exempt entity under the Internal Revenue Service code 501(c)(7) Social & Recreational Clubs - August 12, 1975.

1. FEDERAL FILINGS

- A. IRS Form 1099 - Miscellaneous Income
 - (1) Filed annually on the calendar year basis;
 - (2) If \$600.00 or more is paid to any caller, cuer or other independent entity.
- B. IRS Form 1096 - Transmittal of Miscellaneous Income
 - (1) Filed annually on the calendar year basis;
 - (2) If \$600.00 or more is paid to any individual, caller, cuer or other independent entity.
- C. IRS Form 990 - Return of Organization Exempt From Income Tax 990T Exempt Organization Business Income Tax Return
 - (1) Filed by the fifteenth day of the fifth month after the end of the fiscal year.
 - (2) Council's fiscal year ends July 31, accordingly the returns are due December 15.
- D. IRS Form 990T – Estimated Income Tax Payment
 - (1) Required to be filed if unrelated business income taxes total \$500.00 or more.
 - (2) Payments are to be deposited with a special coupon at the financial institution where the Council's business account is held.

2. STATE FILINGS

- A. Statement of Domestic Non-Profit Corporation
 - (1) Filed with the Secretary of State;
 - (2) Filed biennially by the end of the calendar month of the anniversary date of incorporation;
 - (3) With an incorporation date of March 6 this form is to be filed by March 31 of any even year.
 - (4) This form may be amended between biennial filings free of charge to reflect changes in the previous filing.
- B. Form 199 (Exempt Organization Annual Information Statement)
 - (1) Filed annually with the California Franchise Tax Board
 - (2) Due by the fifteenth day of the fifth month following the end of the fiscal year;
 - (3) Council's fiscal year ends July 31, accordingly this return is due December 15
- C. Form 109 (Exempt Organization Business Income Return)
 - (1) Filed annually with the California Franchise Tax Board
 - (2) Due by the fifteenth day of the fifth month following the end of the fiscal year;
 - (3) Council's fiscal year ends July 31, accordingly this return is due December 15.
- D. Form 100-ES Voucher (Corporate Estimated Tax)
 - (1) Filed with the California Franchise Tax Board
 - (2) Filed with Form 199 and Form 109

IDENTIFICATION NUMBERS

- A. FEDERAL TAX ID NUMBER Maintained by the Treasurer
- B. STATE CORPORATE ID NUMBER Maintained by the Treasurer

CALIFORNIA SQUARE DANCE COUNCIL, INC.
STANDING RULES – EXHIBIT B

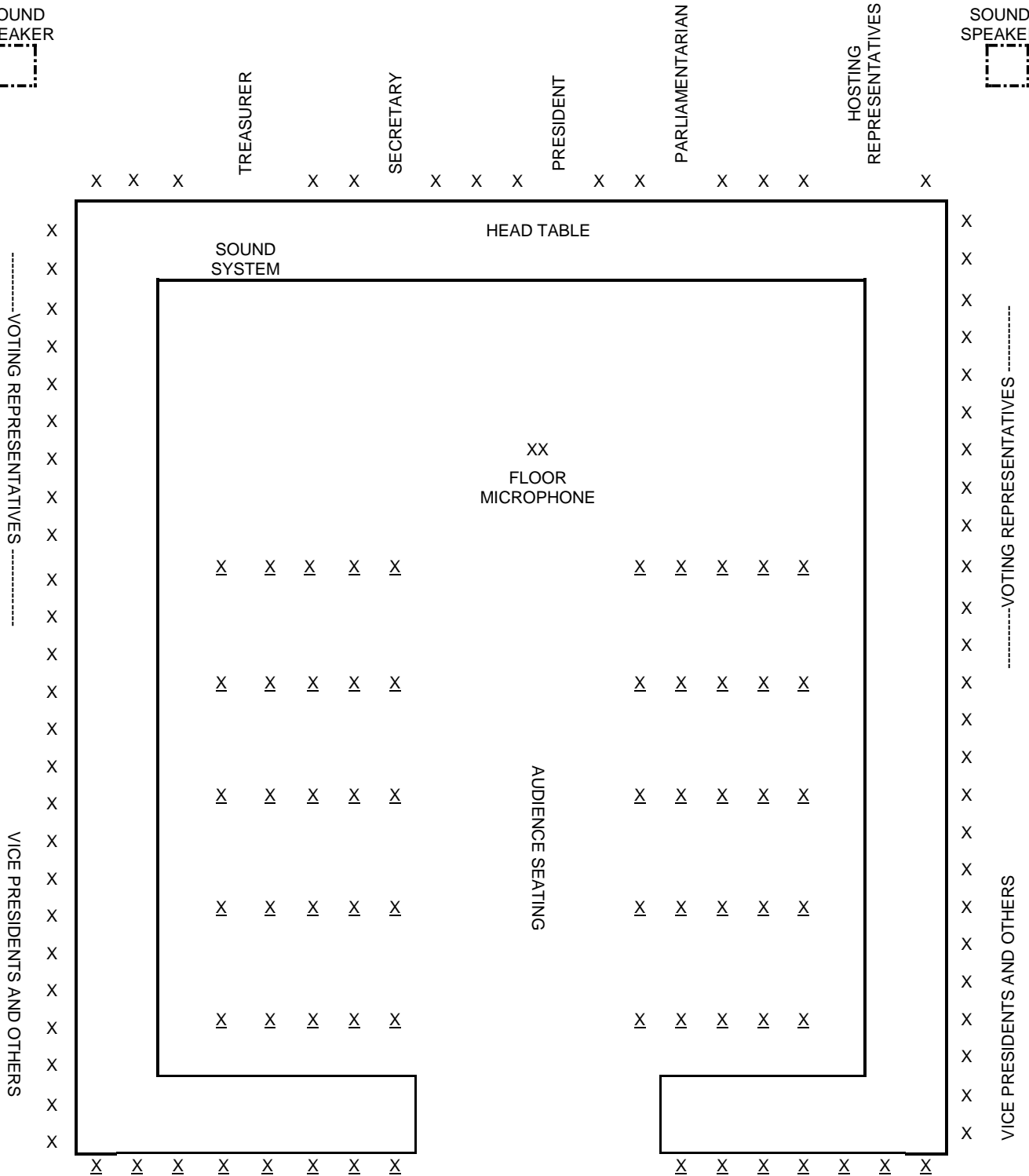
AFFILIATE GUIDELINES FOR HOSTING COUNCIL MEETINGS

1. Select a convenient, moderately priced, first class motel/hotel to use as Council headquarters. Consideration should be given to selecting one that can provide facilities for the entire meeting. This is a suggestion, not a requirement.
2. At the Council meeting immediately preceding the one you will be hosting, you will distribute an invitation to each member of Council giving the motel/hotel name, location, cost, meeting information (including location of Presidents' and Promotions' meetings), R.V. facilities and any other pertinent information. Print at least 100 extra copies to be given to the Council Secretary to be mailed with the minutes.
3. Presidents' and Promotions' Meetings: Each of these meetings will require a room with minimum seating for approximately 50 people, room to be available from 7:30 a.m. to 10:00 a.m. The room should have a table and chairs for the Chairman and Secretary. Coffee and cups for self-service are suggested but not required. [05/09/2015]
4. Council Meeting: A room large enough to seat approximately 100 people to be open for the Council meeting from 9:00 a.m. to 6:00 p.m. [05/09/2015]
5. Whenever possible, sound should be set up the day or night before the meeting. If this is not possible, then sound is to be set up at 6:00 a.m. the day of the meeting. Minimum time for sound set-up is two hours.
6. Tables for Officers and Affiliate representatives should be arranged in a large square "U." Tables are to be covered with tablecloths and the fronts of the tables are to be draped.
7. Seating at the base of the "U" should be as follows: Council President and partner in the center, Parliamentarian and partner to the President's immediate left and Secretary and partner to the President's immediate right. Treasurer and partner seated to the President's right and hosting Affiliate and partner seated to the President's left.
8. Affiliates and other Officers will be seated on either side of the "U," all facing the center. Space should be provided for the current Convention Chairman and partner except that at the May meeting, space shall also be provided for the immediate past Convention General Chairman and partner.
9. Audience seating should be provided. Part, but no more than half, of the open space in the "U" may be used for this purpose.
10. Provisions should be made to serve refreshments at the rest break(s). This should be in the same room whenever possible. This is a suggestion, not a requirement.

CALIFORNIA SQUARE DANCE COUNCIL, INC.
STANDING RULES – EXHIBIT B

11. Arrangements must be made to secure the meeting room during the lunch break.
12. Council will provide sound equipment. The Area Vice President will transport the Council sound equipment from the preceding Council meeting to the Council meeting in his area and will be granted access to the meeting hall in sufficient time, with the assistance of the host Affiliate, to set up the sound equipment.
13. Space for committee meetings should be provided free by the hosting Affiliate if possible. This includes providing meeting space on Friday afternoon and / or evening for Committee “Working Meetings;” for the California State Square Dance Convention Committee; Convention Advisory Committee; and for the Affiliate Past Presidents meetings.
14. An after party of any type is not required. It is at the option of the hosting Affiliate.
15. All expenses of the current Council meeting are assumed by the hosting Affiliate, except as noted in the Standing Rules.

**CALIFORNIA SQUARE DANCE COUNCIL, INC.
STANDING RULES – EXHIBIT B**



Seating Required for up to Two Representatives from Each Council Affiliate (40 Seats), and The Council Officers + State Convention Chairs (up to 26 Seats).

REFRESHMENT TABLE

FLYER TABLE

**CALIFORNIA SQUARE DANCE COUNCIL, INC.
STANDING RULES – EXHIBIT C
CALIFORNIA STATE SQUARE DANCE CONVENTION POLICY**

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**CALIFORNIA SQUARE DANCE COUNCIL, INC.
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CALIFORNIA STATE SQUARE DANCE CONVENTION POLICY**

ARTICLE I
PURPOSE

The purpose of the California State Square Dance Convention shall be to: (1) present an event that is different and distinct from other festivals; and (2) promote all aspects of square dancing.

ARTICLE II
COMMITTEE/CONTRACTS

Section 1. The California State Square Dance Convention Committee is a special committee of the California Square Dance Council, Inc., and shall be subordinate to the California Square Dance Council, Inc., Board of Directors.

Section 2. The following definitions shall apply throughout the Convention Policy and Guidelines:

- A. Completed Convention. The completed convention shall be defined as the immediate past convention. The completed convention shall retain this status until the final report has been given to Council.
- B. Active Convention. The active convention shall be defined as the next convention. The active convention shall retain this status to its closing.
- C. Working Conventions. The working conventions shall include the active convention and the convention following the active convention.
- D. Awarded Conventions. The awarded conventions shall include the conventions following the working conventions for which general chairmen and sites have been approved.

Section 3. The California State Square Dance Convention General Chairman shall be elected by a majority vote of the voting members present and voting at the May Council meeting 47 months prior to the convention. A candidate for California State Square Dance Convention General Chairman shall have been either a prior General Chairman or Co-Chairman of a State Square Dance Convention, or have served as a Chairman or Co-Chairman of a festival or have been determined qualified and recommended by the Convention Advisory Committee. Only one person of a candidate couple needs to have served in the qualifying position to qualify for California State Square Dance Convention General Chairman.

It is highly recommended that the Chairman be selected from the area that is going to host the Convention. [09/10/2011]

**CALIFORNIA SQUARE DANCE COUNCIL, INC.
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Candidate(s) shall submit a written resume to the California Square Dance Council, Inc. for the position of General Chairman at the January Council meeting 51 months prior to the convention. [05/08/2010]

If the Convention General Chairman should not be able to continue his duties and must resign, the Convention Advisory Committee shall be responsible for recommending a new Convention General Chairman to Council. Such recommendations will be made at the next Council meeting with the election of the Convention General Chairman being done at the same Council meeting.

Section 4. The Convention General Chairman shall request of each Council Affiliate 18 months prior to the convention, a list of the most popular callers and cuers in their area. This list shall be submitted to the Convention General Chairman no later than the following January Council Meeting. [05/08/2010]

Section 5. The Convention General Chairman shall present for approval by the Board of Directors the following chairmen: The Co-Chairman, Treasurer with written résumé, Assistant Treasurer, Pre-Registration Chairman, At-Door Registration Chairman and Vendor Chairman. The following chairman shall be appointed and, if necessary, submitted for approval not later than 27 months prior to this convention. Council must approve any replacements:

Co-Chairman	Secretary	Treasurer
Pre-Registration	Publicity	Promotion
Sound	Facilities	Advisor

The balance of the committee chairmen shall be selected by the Convention General Chairman and, if necessary approved by the Board of Directors, not later than 15 months prior to the convention. [05/12/2012]

Section 6. The Convention General Chairman shall present a budget in the Council approved format for Council approval (including income and expenses) no later than 27 months prior to his convention. Council shall approve any variations from the accepted budget. A full financial report shall be presented at each Council meeting. [05/08/2010]

Section 7. The Convention General Chairman shall submit a sound bid to Council for approval no later than 11 months prior to the convention.

CALIFORNIA SQUARE DANCE COUNCIL, INC.
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CALIFORNIA STATE SQUARE DANCE CONVENTION POLICY

- Section 8. The Convention General Chairman shall send a letter of invitation and ribbons to Past Council Presidents, Past Convention General Chairmen, and Special Gold Card recipients no later than 12 months prior to the convention.
- Section 9. The Convention General Chairman shall request insurance coverage for the State Convention, in accordance with the requirements of the Convention facilities through the Council's Insurance Chairman no later than five months prior to the convention.
- Section 10. At the January Council meeting prior to the convention, the Convention General Chairman shall meet with the next Convention General Chairman to discuss transfer of inventory items at the conclusion of the current convention by the respective chairmen. [05/08/2010]
- Section 11. All State Convention contracts must be reviewed and approved by the Convention Advisory Committee prior to implementation and must be signed by the Convention General Chairman. In addition, the contract reserving the facilities must be recommended by the Convention Advisory Committee for approval of the Board of Directors (see Convention Policy Article IV, Section 4). All expenditures above the approved budget must be submitted to Council for approval. [09/12/2015]
- Section 12. The Convention General Chairman must abide by the time schedule listed in Article XI – Convention Time Schedule.
- Section 13. The Friday night of Council weekend will be limited to the active Convention for meetings, with no other convention meetings being held that night.
- Section 14. Subject to the restriction in section 13, a convention committee may hold a convention meeting at any time after approval of the Convention General Chairman by the Board of Directors. [02/14/2009]
- Section 15. The Convention General Chairman shall invite qualified representatives from each Council Affiliate to be members of the Convention committee. Names of potential committee members shall be submitted by the respective Council Affiliates to the Convention General Chairman no later than 23 months prior to the Convention. If no names are submitted by this deadline, then the General Chairman will select Committee people at his discretion.
- Section 16. Revisions to current State Convention Policy & Guidelines will become effective on May 1 after they have been approved by Council. The "Working Conventions" on May 1 and all future Conventions will be governed by these revisions.
- Section 17. The Active Convention Chairman shall be entitled to reimbursement from the Active Convention account for one nights' lodging per Council meeting attended not to exceed \$50.00 per night. [09/08/2012]

CALIFORNIA SQUARE DANCE COUNCIL, INC.
STANDING RULES – EXHIBIT C
CALIFORNIA STATE SQUARE DANCE CONVENTION POLICY

ARTICLE III
FINANCIAL/AUDIT

- Section 1. The Council President shall appoint an audit committee at the May Council meeting to conduct an audit of the books and to report to Council as soon as possible but no later than seven months after convention.
- Section 2. The Council Treasurer shall receive from the Convention Committee the names, addresses and social security numbers of all those individuals to whom \$600.00 or more is paid to any caller, cuer, or other independent entity as detailed within Standing Rule Section 5 – TREASURER and Exhibit A – CORPORATE FILINGS). [05/08/2010]
- Section 3. The California Square Dance Council may make necessary changes, assign, delegate responsibility, replace, or add to the Convention Committee, format, program or any schedule when such action has been first referred to the Convention Advisory Committee and upon the Convention Advisory Committee's recommendation to Council, and which are voted on at regular or special Council meetings.

ARTICLE IV
WHEN/WHERE

- Section 1. The California State Square Dance Convention shall be conducted so as to conform to the Bylaws of the California Square Dance Council, Inc. and Federal and California laws.
- Section 2. The California State Square Dance Convention shall be held on the weekend containing the third Saturday in April. The only deviation from this date shall be in the event that Easter conflicts with this date or when facilities are not available.
- Section 3. The Convention site shall be selected no later than 35 months in advance and held in each of the four areas of the State, rotating from the Central area to the South Central area to the Northern area to the Southern area.

The Convention Advisory Committee shall recommend to the Board of Directors one or more sites for selection and approval by the Board. No site may be approved by the Board of Directors unless it has been examined and recommended by the Convention Advisory Committee, and appears on the list of approved sites maintained by the Chairman of the Convention Advisory Committee. [02/14/2009]

**CALIFORNIA SQUARE DANCE COUNCIL, INC.
STANDING RULES – EXHIBIT C
CALIFORNIA STATE SQUARE DANCE CONVENTION POLICY**

Section 4. Contracts for Convention sites shall be signed by the Council President upon recommendation of the Convention Advisory Committee and approval of the Board of Directors. Tentative contracts shall be of a general nature specifying the maximum halls available and the total availability. No specific times shall be stated. Final contracts shall be signed by the Council President.

ARTICLE V
CONVENTION ADVISORY COMMITTEE

Section 1. The California State Square Dance Convention Advisory Committee shall be made up from all Past California State Square Dance Convention General Chairmen beginning with 1972. The Committee shall follow up on recommendations of Convention sites and update the guidelines for conducting California State Square Dance Conventions. There shall be a minimum of five active past California State Square Dance Convention General Chairmen on the Committee; if less than five, the Council President shall appoint replacements with the approval of the existing Convention Advisory Committee members.

Active participation in the Convention Advisory Committee shall be defined as attending at least one Convention Advisory Committee meeting each calendar year. Failure to participate in at least one Convention Advisory Committee meeting each calendar year will result in automatic loss of membership on the Convention Advisory Committee. It shall be the responsibility of the Convention Advisory Committee Chairmen to maintain a roster of attendance at Committee meetings and to report any absences to the Board of Directors / Council President to determine eligibility to maintain Committee membership.

Section 2. The Convention Advisory Committee shall maintain the Vendor Seniority List. The active Convention General Chairman shall submit a preliminary updated Vendors Seniority List no later than January 1 to the Chairman of the Convention Advisory Committee. A copy of this preliminary list will be passed on to the next Convention General Chairman no later than April 1. The Completed Convention General Chairman shall provide a final Vendor Seniority List to the Convention Advisory Committee no later than May 1. The California State Square Dance Convention Advisory Committee chairman will then pass a copy of this final list on to the Active Convention General Chairman no later than the May Council meeting. [05/08/2010]

Section 3. The Convention Advisory Committee shall furnish a current list of names and addresses of the Past State Convention General Chairmen, Past Council Presidents, and Special Gold Card recipients to the Working State Convention General Chairman no later than 15 months prior to the convention. [05/08/2010]

**CALIFORNIA SQUARE DANCE COUNCIL, INC.
STANDING RULES – EXHIBIT C
CALIFORNIA STATE SQUARE DANCE CONVENTION POLICY**

- Section 4. The immediate Past California State Square Dance Convention General Chairman shall become the Chairman of the Convention Advisory Committee at the conclusion of the September Council meeting following his convention. If the immediate Past Convention General Chairman is unable to fulfill this position, the Convention Advisory Committee will elect a chairman from its membership no later than the September Council meeting following his convention. [05/08/2010]
- Section 5. The awarded Convention General Chairman shall select an advisor from the active members of the California State Square Dance Convention Advisory Committee.

**ARTICLE VI
UNEXPENDED FUNDS**

- Section 1. Unexpended delegate registration funds returned to Council are to be allocated as follows:
- A. For the promotion of square dancing, Council will retain 60 percent;
 - B. The remaining 40 percent will be allocated to the member affiliates of the California Square Dance Council, Inc. as follows:
 - (1) Ten percent of these fees will be allocated equally among member affiliates; and
 - (2) Thirty percent of these fees will be allocated among member affiliates according to the percentage of delegates registered, who have themselves specifically indicated as coming from member clubs or associations. This portion shall also be known as "Dancer Days."
- Section 2. In the event of a loss, the Board of Directors of the California Square Dance Council, Inc. shall determine how the debt will be terminated.

**ARTICLE VII
REGISTRATION CLOSING DATES/REFUND POLICY/WAIVER**

- Section 1. The registration fee and closing date for accepting pre-registrations will be set by the Convention Committee and approved by Council no later than 26 months prior to the Convention.

CALIFORNIA SQUARE DANCE COUNCIL, INC.
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- Section 2. Three levels of registration pricing shall be established: early bird, pre-registration, and at-door. All early bird prices shall apply at the discretion of the General Chairman. Pre-registration prices shall apply from the close of early bird registration to the opening of the current active convention. No pre-registration deadline set in advance of the opening of the current active convention shall be published. At-door prices shall apply during the hours of the active convention.
- Section 3. The following policy will apply to requests for Convention registration fee refunds:
- A. Up to the close of advanced registration full refund less a processing fee per registered delegate (dancer); [05/12/2012]
 - B. From the opening day of the Convention forward: No refund except at the discretion of the General Chairman;
 - C. This policy shall only apply to registration fee refunds and shall not apply to any other request for refunds including refunds of payments for RV reservations; and
 - D. Each convention's registration flyer shall include this cancellation policy, except that the policy regarding at-convention registrations in paragraph C shall state only that there will be no refunds.
- Section 4. No expenses or fees shall be paid to any participants singularly or in groups, except as approved by the Board of Directors. The registration fee shall be waived as follows:
- A. Members of exhibition groups will pay one-half the pre-registration fee if they perform at the convention. Members of exhibition groups who perform only will pay no registration fee;
 - B. Paid entertainers will pay no registration fee. Unpaid fill-in entertainers and their spouses will pay one-half of the pre-registration fee. Entertainers not performing will pay the full registration fee in place at the time they register;
 - C. Gold card holders or lifetime pass holders (defined as Past Council Presidents, Past Council Convention General Chairmen and others as designed by the Board of Directors and listed on Addendums I, II and III of these Convention Guidelines) shall pay no registration fee; and

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- D. The registration fee may be waived for those participants not directly connected with square dance activities who will contribute to the Convention program or its related requirements.

ARTICLE VIII

BOOTHS/CHECKING ACCOUNTS/PETTY CASH/ COMP ROOMS

- Section 1. Commercial booths: A commercial booth space is defined as a 10' x 10' space. Booth space shall be allocated on a seniority basis. The Active Convention Vendor Chairman will accept reservations for the following year on the condition that the reservations and fees are remitted by the exhibitor within 30 days after the notice of reservation is mailed.
[11/13/2010]
- Section 2. A checking account in the name of the California State Square Dance Convention shall be maintained for even and odd numbered conventions at Bank of America in different cities. At the close of each convention's books there shall be left in the appropriate checking account a balance of \$3,000 to be turned over to the next odd or even numbered convention 17 months prior to the said convention. These accounts shall not be moved without Council approval.
- A third checking/savings account shall be maintained for the processing of merchant account credit card transactions. This account will be maintained by the Merchant Account Administration Committee appointed by the Council President. This checking account will be maintained at a separate bank. [05/10/2014]
- Section 3. The Council Treasurer shall set up a petty cash advance fund of \$500 for use by the third-year awarded Convention General Chairman in advance of receipt of his regular checking account. These funds can be used by the third-year awarded Convention General Chairman for early advance expenses such as stationery, postage, phone, etc. The third-year awarded Convention General Chairman shall establish accountability procedures for use of these funds. The petty cash advance shall be repaid to Council prior to the final report.
- Section 4. All checks drawn on these Convention accounts require the signatures of two Convention committee members; except that no two members of the same family may sign any check. [01/14/2012]
- Section 5. Square dancing shall be programmed using CALLERLAB programs.
- Section 6. Callers, cuers, and instructors to be programmed at a California State Square Dance Convention shall be selected by the General Chairman.

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- Section 7. Dated material: All material such as fliers, correspondence, and any other pieces of written material distributed shall be dated when printed. Documents will be dated as adopted.
- Section 8. Depending on space availability, there may or may not be a separate program for solo dancers, but a table shall be provided for the solo dancers with “solo” ribbons available.
- Section 9. Advertising for Awarded Conventions shall be subject to the following:
[01/11/2014]
- A. Awarded Conventions Committee Members may wear Convention badges denoting their positions, and the dates and locations of their Conventions as soon as they are acquired. [01/11/2014]
 - B. Awarded Conventions General Chairmen may be introduced at any time other Council elected officers are recognized. [01/11/2014]
 - C. Awarded Conventions may prepare a poster board or banner and flyer advertisements for display at appropriate times. [01/11/2014]
 - D. Awarded Conventions may begin all forms of advertising immediately upon award of the Convention. Such advertising may include media advertising, flyer distribution, badge and mascot displays. [01/11/2014]
 - E. Awarded Conventions may commence the solicitation of registrations immediately upon receipt of the Convention checkbook from the preceding odd or even year Convention – approximately 17 months prior to the Convention in accordance with ARTICLE VIII BOOTHS/CHECKING ACCOUNTS/PETTY CASH/ COMP ROOM. [01/11/2014]
 - F. Awarded Conventions, Convention official outfit may be worn by anyone, once approved by the Convention Committee. [01/11/2014]
- Section 10. There shall be a give-away schedule of activities for the Convention. A Convention may, if it wishes, prepare a souvenir program book. [02/14/2009]
- Section 11. The General Chairman may establish contracts for Convention housing as necessary. If, in doing so, the General Chairman is given complimentary room nights, such room nights shall be assigned as follows:
- A. The first three to the General Chairman to be used Thursday, Friday and Saturday nights;

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- B. The next three to the Council President to be used Thursday, Friday and Saturday nights;
- C. The next three to the Co-Chairman to be used Thursday, Friday and Saturday nights;
- D. The next two to the General Chairman of the next Convention to be used Friday and Saturday nights;
- E. The next two to the Convention Treasurer to be used Friday and Saturday nights;
- F. The next two to the Advisor to be used Friday and Saturday nights; and
- G. The remainder of the room nights to be assigned at the discretion of the Convention General Chairman. In this regard, if any of the above officers do not use all the nights available to them, such nights may be reassigned by the General Chairman providing the above allocation has been met.

ARTICLE IX
GUIDELINES

The attached Article X will provide each committee with guides as to its responsibilities, along with forms and charts that will be of some assistance. [05/12/2012]

These California State Square Dance Convention Policies and Guidelines shall become a part of the Standing Rules of the California Square Dance Council, Inc. and shall be reviewed by the Convention Advisory Committee in September of each year. [05/08/2010]

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<u>Months</u>	<u>Date</u>	<u>Description</u>
12	Apr (e)	Invitation letters to Past General Chairman, Past Council Presidents & Special Gold Card Recipients Receive Preliminary Vendor Seniority List from Convention Advisory Committee Pre-registration Flyer Ready Have Registration Table at Convention – Begin Selling Early Bird Registration Saturday Night Grand March - Can Now Wear (f) Outfit and (f) Badge

NOW THE ACTIVE CONVENTION

11	May (e)	MEETINGS ARE NOW ON FRIDAY NIGHT Submit Sound Contract to Council for Approval
10	Jun (e)	
9	Jul (e)	
8	Aug (e)	
7	Sep (e)	
6	Oct (e)	
7	Sep (e)	Request Insurance for Convention
4	Dec (e)	
3	Jan (f)	2-1 Submit Preliminary Vendor Seniority List to Convention Advisory Committee Talk with (g) Chairman about Transfer of Inventory Have Final Walk Thru with Committee
1	Mar (f)	
0	Apr (f)	4-6 Attendance Deadline to BMI/ASCAP with Money READY OR NOT – CONVENTION IS HERE

NOW THE COMPLETED CONVENTION

-1	May (f)	5-1 Submit final Vendor Seniority List to Convention Advisory Committee Committee Chairmen to Turn in Final Reports to Convention General Chairman Preliminary Convention Report given to Council Repay Petty Cash Advance to Council Treasurer Council President Appoints Audit Committee
-5	Sep (f)	Turn in Financial Records, Information, etc. to Advisory Committee Become Convention Advisory Committee Chairman at close of Council Meeting
-9	Jan (f)	Audit needs to be Completed Final Convention Report Submitted to Council Surplus Convention Funds Turned Over to Council Treasurer Turn Over Checkbook to (h) Convention