

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

CALIFORNIA COUNCIL OF SQUARE DANCERS, INC.

Welcome to California Council of Square Dancers

It is our pleasure to welcome you to the California Council of Square Dancers, Inc. The intent of this booklet is to provide you with a thumbnail sketch of what Council is about and help make your participation in Council meetings a rewarding and enlightening experience.

You and your fellow Affiliate Presidents make up the Board of Directors. Each President of an Affiliate organization has one vote. The rest of the members seated around the tables make up the elected Board and appointed Committee Chairmen; they have no vote (although the Council President does hold a tie-breaking vote if needed).

You will receive a variety of items from the Council meeting for you to act upon and/or distribute within your Association. We hope you will find the meetings enlightening and educational.

We encourage you to start off your participation in Council by reviewing the Council Bylaws and Standing Rules. These documents guide the operations of the Council and can answer many questions that you and your area dancers may have.

Prepared by the

Leadership & Education Committee

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Council Meetings

Council meetings are held three times a year, on the second Saturday in January, the first Saturday in May, and the second Saturday in September. The meetings rotate among the northern, central, and southern areas of the state.

The main Council meeting starts at 10:00 AM and generally runs until 2:00 to 3:00 PM with a lunch break if needed. Tables are arranged in a large “U” shape to facilitate discussion. The Council President, Parliamentarian, Secretary, Treasurer, and hosting Affiliate President are seated at the base of the “U” with other Affiliate Presidents and Council Officers along the sides. Each Affiliate President and Council Officer will have a nameplate. Committee members and guests are seated in the center.

There are common agenda items for each Council meeting including officer and committee reports. In addition to discussion on any agenda topics, there are two specific opportunities for Affiliate Presidents to share:

- Under *Betterment of Square Dancing*, each Affiliate President is encouraged to share what activities they have done or have planned in their area to promote square dancing, recruit new dancers, and retain current dancers. Examples might include participating in a parade, dancing at a fair, holding a fundraiser, performing a demonstration dance, or conducting a Facebook campaign.
- Under *Other Festivals*, each Affiliate President may announce their Affiliate festival or annual Anniversary dance. You may wish to share not only the dates and calling/cueing staff, but also what makes your festival and your area unique that will help others promote your event to their members.

Certain Council business is conducted at specific meetings.

- At the January meeting, nominations are accepted for all Council officers. Affiliate dues must be paid before the opening of the January Council meeting in order for the Affiliate President or designee to vote.
- The May Council meeting is considered the Annual Meeting and each committee is expected to provide its annual report. The annual Council budget is adopted at the May meeting and elections are conducted for all Council officers.
- At the September Council meeting, the new officers are installed. Affiliate dues are also billed prior to the September meeting.

All input at Council meeting proceedings is done using microphones as the meeting is recorded to enable the Secretary to provide accurate minutes. For clarity, you should state your name and your Affiliate name prior to making your comment or motion.

A folder of materials will be placed with your nameplate at the table. The materials are yours to take and share with your clubs and their members. These include handouts pertinent to the agenda that were not distributed in advance, as well as flyers about upcoming Council and Affiliate events, and informational materials in support of the promotion of square dancing. Please remove all materials from the folder and leave the folder on the table for use at the next Council meeting.

Any material you may have for general distribution that should be included in the folders (for example, flyers or special invitations to your Affiliate festival) should be placed in the Public Relations Director's box, which will be located in the hospitality room or other designated area on Friday evening. You should provide at least 40 copies so that all folders receive your material and there are a few extras for visitors.

If you are unable to attend a Council meeting, you may designate a representative to participate in your place. You should contact the Secretary via e-mail at least seven days prior to the meeting to provide the name and contact information for your designee. Council requires a quorum of Affiliates to conduct business and make decisions. A representative from your Affiliate will ensure your Association is represented and that the information from the Council meeting is provided back to your organization and its clubs.

Presidents Meeting

The President's meeting is held at 8:00 A.M. on Saturday morning, prior to the main Council meeting. New Presidents will be introduced during this meeting as well as during the general meeting. All Affiliate Presidents should attend.

The meeting is usually held in the same place as the general Council meeting. The purpose of this meeting is to go through the Council meeting agenda to ensure that everything is covered and any surprises will be addressed. This is also a great time for you to ask questions or request further information on agenda items. If you, as an Affiliate President, have any issues, or concerns from your area, this would be the time and place to bring it up for consideration. [Note: if you have a particular item that you would like to see added to the agenda, it is recommended that you e-mail it to the Council President prior to the meeting.]

Affiliate President's Resource Index

This online index provides links to many Council documents and resources that can support your participation in Council meetings and help you at your own Affiliate meetings. The Guide is located on Council's website at www.squaredance.org under Documents. You can review the documents online or print them out as desired.

Council Meeting Materials and Minutes

You will receive an e-mail from the Secretary approximately 45 days prior to each Council meeting. This e-mail will include a variety of documents:

1. An invitation letter from the hosting Affiliate, with the date and location of the meeting and any information necessary to make hotel reservations.
2. Agenda for the upcoming meeting
3. Minutes of the previous meeting
4. Updated Council roster
5. President's "To Do" list

To ensure that you get your meeting materials, it is important the Secretary have your name, e-mail address, phone number, and street address. If you are having any problems getting the meeting information, contact the Secretary or your Area Vice President. They will be happy to assist you.

Financial reports will be sent from the Treasurer by e-mail about a week before each Council meeting. You will need to print these out and bring them with you.

Hospitality Room

The Hosting Affiliate of the Council meeting may set up a Hospitality room. This is usually located in the hotel where council members from out of the area are staying. The Hospitality room is a wonderful place to meet your fellow Affiliate Presidents and Council members from around the state. The hospitality room is normally open on Friday evening and various times on Saturday. The room is staffed by the hosting Affiliate members under the guidance of the Affiliate President. Several committee meetings will be going on Friday evening in various locations so the faces and names can change quite frequently. Everyone is welcome and encouraged to come in and enjoy the food and company, exchange ideas, and network.

Council Committees and Committee Meetings

Some Council Committees meet on Friday evening before the main Council meeting to finalize on-going business and address topics requiring in-person discussion. The Committees that meet on Friday evening include the Convention Advisory Committee, the Active Convention Committee, and the Council Affiliates Past Presidents Group. When necessary, the Finance and Budget Committee and the Bylaws Committee may also meet on Friday evening. A list of scheduled meetings is normally distributed via e-mail in advance, and generally provided in the hotel lobby or hospitality room as well.

New Affiliate Presidents are not normally assigned to a committee until they are more familiar with Council business, with the exception of the Dancers Promotion Committee described below. Committees are an essential part of Council and members will be

genuinely pleased when you can participate. Committee meetings are open to everyone who wishes to attend. Some committees conduct their business remotely, via telephone or electronic media.

Standing Committees

Dancer Promotions Committee

Promoting Square Dancing is our most important function whether it is at the Club, Association, or the State level. Everyone is a part of the Dancer Promotion Committee and all Affiliate Presidents and Council officers are encouraged to attend the Promotion Committee meeting. This committee meets on Saturday morning, usually about 9:00 AM, between the Affiliate Presidents Meeting and the General Council Meeting. The meeting is also open to any local area dancers who would like to join the discussion.

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

Bylaws Committee

The Bylaws Committee reviews the Bylaws and Standing Rules yearly for needed changes, reviews all suggested changes submitted from the Council floor, and makes recommendations on the proposed changes to the Council at the January meeting. These documents are available online at the Council website. You, as an Affiliate President, may submit and recommend proposed changes.

Convention Advisory Committee

The Convention Advisory Committee is made up of Past California State Square Dance Convention Chairmen. They advise the current and future Convention chairmen on Convention policy, assist with issues that may arise, and help ensure successful State Conventions. The committee makes recommendations to Council on the suitability of future Convention sites. Guidelines for conducting a State Convention can be found in Exhibit C of the Council Standing Rules.

Chart of Festivals

The Chart of Festivals is an important document that delineates all Council Affiliate Festivals or designated Anniversary Dances, along with upcoming California State Square Dance Conventions. The chart is compiled annually, and lists each festival with the dates, point of contact, and calling/cueing staff as available. The document is generally printed for distribution at the January Council meeting and published on the Council website. It is important for each Affiliate President to annually provide the Chart of Festivals coordinator with information about their subsequent year's festival/event no later than the September Council meeting.

Council E-mail Moderator

Council maintains an e-mail distribution list to facilitate communication and discussion among those interested in Council business. Each new Affiliate President should provide their e-mail address to the moderator to ensure receipt of important Council information and to have the opportunity to engage in discussion forums. After your term of office, you may choose to remain on the distribution list to keep informed about Council business or ask to have your e-mail address removed from the list.

Finance & Budget Committee

The Finance & Budget Committee is responsible for developing an annual budget and making a recommendation to Council for approval. They also review the investments of Council on a regular basis and make recommendations on changes which may better the Council's position in the market.

Handicapable Advisory Committee

Council supports handicapable dancers and encourages their participation in local and state dances. The Handicapable Advisory Committee helps coordinate communication among handicapable dance groups around the state, develops and distributes materials to promote handicapable dancing, and advises State Convention Chairmen on the inclusion of handicapable dancers in our conventions. The committee also administers the Handicapable Fund which can provide financial assistance to handicapable dancers.

Historian

The Historian keeps a pictorial and historical account of all activities of the California Council of Square Dancers. You may find the Historian, camera in hand, taking photographs at the Council meetings and at California State Conventions and other sponsored events. These pictures, along with historical memorabilia, may be published electronically on Council social media sites and may also be included in scrapbooks and display boards.

Leadership and Education Committee

This Committee is responsible for developing, maintaining, and updating various Council documents and publications such as this *Affiliate President's Resource Index*, a *Dancer Information Guide*, and a booklet on *How to Put on a Festival*. Each of these documents may be accessed from the Council website. Everyone has good ideas that could benefit dancers everywhere. If you or any dancers in your Association have ideas that could promote the betterment of Square Dancing for everyone, or that might be topics for future Council publications, you should talk with the Leadership and Education Committee.

Membership Committee

The Membership Committee, comprised of the Area Vice Presidents, is charged with reviewing and evaluating any applications for membership in the California Council of Square Dancers. If you learn about a regional dance association in California that might be interested in joining the Council, contact your Area Vice President for information.

Public Relations Committee

To support your participation in Council meetings and activities, the Public Relations Director prepares the nameplates, compiles the folders of meeting materials, and orders badges for new Council members. If your Affiliate elects a new President or is sending a designated representative to a meeting, please e-mail the Public Relations Director to ensure the nameplate is updated for the next meeting. The Public Relations Committee is also charged with maintaining the Council Showcase of Ideas displays that are available for display at regional, state, and national conventions and festivals. Pictures of dance events or promotional activities are welcomed to keep the Showcase displays current and relevant.

Publications Review Committee

The Publications Review Committee reviews all documents published by Council for correct spelling, grammar, and potential clerical errors before they are approved for publication. This includes the Bylaws and Standing Rules, Leadership and Education publications, and any other Council documents.

Youth Advisory Committee

Youth dancers today are our lifeline for the future and we have an Advisory Committee to coordinate this important part of our activity. They have developed promotional materials and programs to help further our Youth's involvement in square dancing. If your Affiliate is interested in starting or renewing a youth square dance group, the Committee can offer you some valuable information to help make this a reality.

Another important activity supported by the Youth Advisory Committee is administration of the Youth Scholarship Program. One or two youth square dance applicants are chosen each year to receive a Scholarship to help further their education. Information and application forms are available on the Council website.

Council Affiliate Past Presidents Group

The Council Affiliates Past Presidents Group is composed of Past Affiliate Presidents. The CAPPG is part of the Board of Directors and holds one vote just as each Affiliate. You will be asked to join this group when your term as an Affiliate President has been completed. They hold a meeting on Friday night before the Council meeting to discuss and vote on the issues presented in the Council meeting agenda.

Council Insurance Program

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

Badges

Badges are worn as a form of identification and recognition to let other dancers know who you are and what organization you represent. Our Council badge is easily recognizable throughout the state. It is considered a courtesy for the retiring President of your Affiliate to order a Council badge for the incoming President; however, this is optional and sometimes overlooked. If you require a badge, it may be ordered through the Public Relations Director for a small charge.

Council Ethics

We ask all Affiliate Presidents, Council Officers, and guests to be attentive and active participants at Council meetings. We encourage everyone to refrain from side conversations that disrupt others who are trying to hear. We also ask that you silence your phones or other electronic devices and take only essential calls. Extra chatter causes confusion, interferes with the recording, and needlessly prolongs the meeting.

Offer your ideas and comments on specific topics after being recognized by the Council President. Remember, you and your ideas are important and may make a difference. Offer a helping hand if you can and participate with enthusiasm to complete any given project. Any criticism should be offered in a positive and constructive manner whether it is towards an individual, a group of people, or a suggested project. Be positive in your thoughts and actions regarding other people's efforts and productivity.

If you have been assigned to a committee, please actively participate and complete any designated assignments. If a committee meeting is scheduled for Friday evening, please try to attend and be on time. Other committee members may have additional meetings to attend and time is important. If you have no desire to be on a committee or feel you cannot dedicate the necessary time and effort, you are welcome to decline the assignment.

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

We encourage everyone to review the Dancer Code of Ethics and Code of Conduct, as presented by the United Square Dancers of America (USDA), and share this with your clubs and their dancers. The California Council of Square Dancers, as a member of USDA, has committed to abide by these guidelines.

**Keep in Mind:
If you are too busy to be nice, you are too busy.**