

STANDING RULES



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SAN DIEGO SQUARE DANCE ASSOCIATION, INC.
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1. GENERAL RULES

- A. Association equipment may be used only under the supervision of an elected Officer, or their designated representative, of the San Diego Square Dance Association, Incorporated, hereinafter known as the "Association."
- B. In accordance with Article VI, Section 5 of the Association Bylaws, the President or designated representative of the Association shall be reimbursed for expenses as follows:
 - (1) Auto allowance will be reimbursed when auto is used for Association business. The rate per mile will be the same as the current Internal Revenue Service volunteer rate.
 - (2) Airfare will be allowed if the distance is greater than 250 miles and motel expenses will be reimbursed where overnight stay is necessary in regard to Association business.
 - (3) All telephone calls pertaining to Association business.
 - (4) Miscellaneous expenses for postage, office equipment, etc.
 - (5) Association business shall include California State Convention, four quarterly California Square Dance Council meetings, and all California Square Dance Council festivals within a 250-mile radius of the City of San Diego.
- C. The Vice President of the Association shall be reimbursed at the same rate and under the same conditions as that of the President when he represents the President at the request of the latter or the General Membership. The Vice President shall submit expenses in writing to the Treasurer for reimbursement.
- D. Auto allowance will be reimbursed to the Facilities Chairman when auto is used for Association business pertaining to Facilities. The rate per mile will be the same as the current Internal Revenue Service volunteer rate. The Facilities Chairman shall submit expenses in writing to the Treasurer for reimbursement.
- E. Phone, postage or other related expenses will be reimbursed to Association Officers and Committee Chairmen for Association business upon submission of approved receipts.
- F. A Budget Committee will meet each year prior to new Officer Installation, to include incoming and outgoing elected Officers. An annual budget will be presented for adoption at the first General Membership meeting of the year. Upon adoption, the annual budget will be considered as guidelines to the Executive Board as to the spending wishes of the General Membership.
- G. No checks will be signed between January 1 and new officer installation without the approval of two incoming and two outgoing elected officers.

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- H. Utilization of facilities made available through the Association and the City of San Diego Park and Recreation Department shall be governed by rules established within the "Special Use Permit" between the Park and the Association as detailed with Standing Rules Appendix "A. (7/22/07)

2. ROUND-UP

- A. The Association Round-Up shall be held on the third Saturday of each month, except that the April Round-Up may be blacked out in favor of the California State Square Dance Convention upon the discretion of the General Membership.
- B. Attendance at the third Saturday Round-Up shall be open to all dancers regardless of age, except those under the age of 15 shall not attend unless they are under the supervision of an adult.
- C. Three Association member clubs shall host the Round-Up, except that the December Round-Up shall be hosted by the Executive Board. The following rules for hosting shall apply:
- (1) Clubs will follow alphabetical order.
 - (2) If a club should drop from the Association, the next club in alphabetical order will assume that position.
 - (3) A new Association member club shall wait six months before being placed into alphabetical order, and shall not host until its regular position then appears.
 - (4) Duties of the three clubs shall be refreshments, host and hostess (greeters door reception/coffee) and decorations/security. The following guidelines shall apply:
 - a. Duties shall be assigned no later than the Association meeting prior to the third Saturday Round-Up at which the clubs will host. It is possible this could be accomplished two months prior to assignment.
 - b. The hosting clubs responsible for refreshments shall serve refreshments and coffee. The Association shall pay for all refreshments. The club in charge of refreshments shall be responsible for cleaning up the refreshment area.
 - c. Those hosting clubs assigned reception duties shall make the coffee and greet at the door. Additionally, they shall be responsible for farewell thanks to guests leaving at the end of the dance.

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- d. The hosting clubs responsible for decoration/security of the Round-Up shall be assisted by the Round-Up Coordinator. Security shall include the monitoring of the Association equipment during any breaks between the afternoon and evening dances. The clubs shall seek prior approval from the Round-Up Coordinator for purchasing of decoration items not available from the Association's "Storage Shed." Items purchased for which reimbursement has been made shall remain the property of the Association.

D. Program Format

- (1) A program of one tip (two calls, usually one patter and one singing call) and two round dance numbers shall be followed throughout the evening.
- (2) Square dance tips shall alternate between mainstream and plus beginning with mainstream.
- (3) Round dance levels shall alternate between intermediate and easy beginning with intermediate.

- E. The donation for the Round-Up shall be established by the Executive Board based upon the fee negotiated with the caller and/or cuer, and shall not be more than \$5.00 per person for adults, and not more than 50% of the adult donation for dancers under 18 years of age. These fees may be increased on a case-by-case basis with the permission of the General Membership. (7/22/07)

F. Club Shares

- (1) Each calendar year the hosting clubs of the Association Round-Up shall be eligible to receive a share of the receipts provided expenses (caller, cuer, refreshments, publicity and decorations) incurred by the dance have been defrayed. The December Round-Up shall be excluded.
- (2) The following shall govern disbursement of shares of the receipts to the hosting clubs:
 - a. Shares shall be divided equally among the hosting clubs based on the number of times the clubs have hosted.
 - b. Shares shall be disbursed by check annually during the month of December.
 - c. Receipts shall be divided between the Association and the hosting clubs.
 - d. Receipts for the year shall be divided by the number of round-ups held that year. These averaged receipts shall be disbursed as follows:

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<u>Total Receipts</u>	<u>Association</u>	<u>Clubs</u>
\$ 1 to \$100	85%	15%
\$101 to \$200	75%	25%
\$201 to \$300	60%	40%
\$301 and above	50%	50%

- G. The annual voting for callers and cuers will be conducted as follows:
- (1) Ballots will be distributed at the August Association meeting to all clubs in the Association who will distribute them at a regularly scheduled dance to their club members so they can vote for their six favorite callers and six favorite cuers.
 - (2) Ballots will be collected that same night and returned to the Association President no later than the December Association meeting.
 - (3) Club presidents may, at their discretion, tabulate and report the results of the balloting to the Association President or allow the Association President to tabulate them.
 - (4) The results of the balloting will be reported at the January Association meeting by the Association President who will list the six top callers and six top cuers in alphabetical order.
 - (5) The results of the balloting will serve as a guide to assist the Executive Board in obtaining callers and cuers for the Third Saturday Round-Up, and will be presented to the upcoming State Convention Chairman.

3. STANDING COMMITTEE CHAIRMEN

The suggested standing Committee Chairmen may be appointed by the President upon his, her or their installation into office.

- A. Ambassador/Membership
- B. Blood Bank
- C. Computer Data
- D. Editor *The Book of Las Fiestas*
- E. Facilities
- F. Historian
- G. Insurance
- H. Parliamentarian
- I. Publicity
- J. Promotions
- K. Round-Up Coordinator
- L. Representative to the San Diego Callers' Association
- M. Representative to the Palomar Square Dance Association

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- N. Representative to the Back Country Square Dance Association
- O. Representative to the San Diego Round Dance Instructors
- P. Promotion of Square, Round, Clogging and Contra Dancing
- Q. Fiesta General Chairman (Optional)
- R. Storage Coordinator

4. FIESTA DE LA CUADRILLA

- A. The Association Fiesta de la Cuadrilla shall be held during the first full weekend (Friday, Saturday and Sunday) of November.
- B. The Association President may be General Chairman of the Fiesta and shall appoint individual Committee Chairmen. The President-elect shall announce his or her decision to serve as General Chairman or shall announce the individual chosen to serve in his or her place. This announcement shall be made no later than the Fiesta de la Cuadrilla following his or her election.
- C. All Association member clubs shall be delegated responsibilities in connection with the Fiesta.
- D. The Fiesta General Chairman shall present a proposed Fiesta budget to the General Membership no later than the April meeting prior to the Fiesta.

5. BLOOD BANK

- A. The San Diego Square Dance Association shall maintain a Blood Bank with its member clubs. The Association will have a Blood Bank Chairman to administer the Blood Bank Program.
- B. All active square, round and contra dancers and cloggers of Association member clubs, affiliate members, special group members and their immediate families may benefit from the Blood Bank. Benefits may be extended to other family members and persons suffering financial difficulties at the discretion of the Association.
- C. The Association member club donating the greatest percentage of blood (based upon the total insured club members) between the first of one month and the end of that month will be declared the winner of the Association Blood Bank Banner. The following rules shall apply.
 - (1) Blood Bank reports will be received quarterly, listing donors by month for the previous three months (*i.e.*, January, April, July and October).
 - (2) Blood Donor Gift Cards must be requested of the Blood Bank at the time of donation. Please indicate San Diego Square Dance Association. Turn this card in to the Blood Bank Chairman to receive credit. (NO CARD, NO CREDIT.)
 - (3) If there are two or more winners in any one month, they shall share the banner equally.

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- (4) The banner shall be presented to a representative of the winning club by the Blood Bank Chairman at a regular monthly Round-Up.
 - (5) If no donations are made for any one month from Association member clubs, the last winning club or clubs will retain the banner until the following Round-Up.
 - (6) The winning club may display the banner at all its dances, third Saturday Round-Up and at other Association clubs it visits.
- D. Every blood type donation (*i.e.*, blood, platelet, etc.) from an Association club member who attains a gallon status (attained upon donation of eight units of blood), and upon donation of every eighth unit thereafter, shall be admitted to one future Round-Up free of charge. The Blood Bank Chairman will issue a Round-Up free pass. The December "Toys for Tots" Round-Up will be excluded from free admission.

6. INSURANCE

- A. The Association shall participate in the California Square Dance Council, Inc. / United Square Dancers of America, Inc. Insurance Program and make available to all member clubs a comprehensive personal liability and property damage insurance program and a group accident insurance program. All Association member clubs shall participate in the Insurance Program.
- B. The Insurance Chairman's term of office shall run from August 1st through July 31st of each year to allow for their attendance at the California Square Dance Council's Insurance Training Sessions typically held at the August Council meeting. (7/22/07)
- C. No later than the September Association meeting, or as soon thereafter as practicable, the Insurance Chairman shall promulgate to all member clubs those guidelines/ requirements necessary for the administration of the next year's Association Insurance Program. The cost of the insurance of each dancer shall be the California Square Dance Council's dancers cost, plus a fee to cover the administrative costs incurred by the Association in the implementation of the Insurance Program – said fee to be as approved by the General Membership. (7/22/07)
- D. Rosters
 - (1) Each member club must furnish a complete roster of its membership by October 1 each year. Payment of insurance in other clubs must be indicated. Each club must pay the minimum amount required by the Insurance Program.
 - (2) Upon closure of a class for new enrollment, a class roster must be submitted.

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- (3) Any new club or class roster change shall be submitted in writing to the Association Insurance Chairman with money collected after the initial premium up to the date specified by the California Square Dance Council (*I.e.*, March 1).

7. LEAVES OF ABSENCE

- A. Member clubs desiring a leave of absence from the Association must submit a written request to the Ambassador/Membership Chairman who will act upon the request.
- B. If a leave of absence is approved, the club will relinquish all Association benefits.
- C. Clubs requesting and receiving leaves of absence will continue to receive Association correspondence and will remain on the roster as inactive status clubs. They shall not be required to have representatives in attendance at the regular Association meetings; however, if representatives are present, they will not have a vote.
- D. After six months, the Ambassador/Membership Chairman shall review the club's situation to determine whether an additional six-month leave of absence is necessary or desirable.
- E. A club may maintain a leave of absence for no longer than one year, at which time it must resume its active status membership or be dropped from the Association.

8. AMBASSADOR PROGRAM

- A. The purpose of the Ambassador Program shall be to promote good fellowship and a feeling of unity between the Association clubs and to give a "helping hand" to member clubs.
- B. The San Diego Callers' Association Anniversary Dance and the clubs' Anniversary Dances are designated as official ambassador dances only if the caller-level of the dances will allow the participants from the majority of the full status member clubs in the Association to be able to dance.
- C. "Helping Hands"
 - (1) A club seeking a "helping hand" shall contact the Ambassador/Membership Chairman to request an Ambassador Dance.
 - (2) Upon the recommendation of the Ambassador/Membership Chairman and approval of the Association Executive Board, Ambassador Dances will be so designated for a member club for three dances during three consecutive months of its regular dance nights in its regular dance facility.

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- a. These three dances will be announced at a regular Association meeting.
 - b. The procedure shall be available to a member club only once a year.
- (3) Attendance at these dances does not affect eligibility for the Ambassador Program.
- D. Only full status member clubs of the Association shall be eligible for the Ambassador Program. Intermediate and advance round dance clubs and clogging clubs shall be exempt from the Program.
- E. Club Ambassadors
- (1) It shall be the responsibility of each club to be represented by at least two members at designated Ambassador Dances.
 - (2) The same two people are not required to attend more than one Ambassador Dance
 - (3) The clubs may provide Ambassador bars with the word "Ambassador" if so desired.
 - (4) Ambassador dancers will pay the regular door donations.
- F. A special Ambassador log must be kept by the Association Ambassador /Membership Chairman in order that all clubs receive credit for sending Ambassadors. (Any club member may sign in as a Club Ambassador so long as he or she has paid the regular door donation.)

9. EXHIBITION DANCES

When exhibition dances are scheduled by the Association, any funds earned shall be received by the Association Treasurer with not less than 50% being retained by the Association treasury. The remaining funds shall be distributed in the following manner:

- A. If a Club arranges and performs the exhibition, the Club will receive 50% of any funds received.
- B. If the Association Executive Board arranges for the performance, the funds are to be retained by the Association. The Association may elect to distribute up to 50% of the funds to the Caller and or Cuer and or Prompter performing the exhibition.

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10. PASSPORT PROGRAM

- A. The Association shall provide a Passport without cost to any dancer who requests one, regardless of club or association affiliation.
- B. Rules and guidelines to be printed on the back of the Passport Card are:
 - (1) Any dancer may participate.
 - (2) All dancers presenting their Passports must give any door donation that applies to the event.
 - (3) The SDSDA Passport Program may not be combined with any other award, i.e. California Square Dance Council's Friendship Program or the Grand Tour Award. (Example: Dancer may not earn credit for more than one program at any one dance.) (7/22/07)
 - (4) One person per Passport and the Passport must be presented by the person whose name appears on the Passport.
 - (5) To complete a Passport, 80% of the events must be completed.
 - (6) Passports must be dated, and stamped or signed by a representative of the event.
- C. Awards:
 - (1) The first award shall consist of a miniature Association Badge and a free pass to a Third Saturday Round-Up. Subsequent awards for completion of additional Passports shall consist of a swinger number "2," "3," etc., and a free pass to a Third Saturday Round-Up.
 - (2) Awards shall be presented at a Third Saturday Round-Up.

11. SPECIAL DANCE RULES

- A. Any Association member club wishing a permanent or temporary change to their Anniversary Dance date must apply to the Executive Board at least one year prior to their current or proposed Anniversary Dance date and prior to the awarding of the requested date.
- B. All unallocated Balboa Park facility dates assigned to the Association are open to member clubs (or multiple clubs jointly) for co-sponsor hosting with the Association.
 - (1) Application to the Executive Board must be made at least one year and not more than four years prior to the date of the dance.

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- (2) The application must include the level or type of dance, the fee structure and the identity of the caller and/or cuer.
- (3) Any excesses or losses from these dances will be shared by the Association and the club or clubs on a percentage determined for the dances. Excesses and losses will be calculated from door donations minus caller and/or cuer fees.
- C. Clubs may be awarded up to two special dance dates per year, in advance, on a first-come-first-served basis. However, clubs may be awarded additional dates if no other club has requested the dates by one year prior to the date.
- D. Two dates per year will be reserved for new club Anniversary Dances. These dates can be requested for hosting but will not be awarded until the Association meeting prior to one year before the date. Reserved dates will be noted in the list of available dates.
- E. When the current date is less than one year from a dance date (including reserved dates), and has not been requested for hosting by a club, the Association will assume the responsibility to host the dance and will retain any excesses.
- F. A list of all Anniversary Dance dates and potential dates available for hosting will be published annually by the Secretary.

12. CALIFORNIA SQUARE DANCE COUNCIL, INC.

The San Diego Square Dance Association, Inc., is a member of the California Square Dance Council, Inc., and as such will exercise its voting right by the attendance of the Association President or his representative at the Council meeting. To ensure the Association continues as a member in good standing, all rules set forth in the California Square Dance Council, Inc., Bylaws and Standing rules shall be complied with.

13. STANDING RULE AMENDMENTS

These Standing Rules may be amended by a two-thirds vote of the General Membership, except that these Standing Rules may be amended by a majority vote of the General Membership with previous notice.

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SAN DIEGO PARK AND RECREATION DEPARTMENT RULES

It is the policy of the San Diego Park and Recreation Department to provide economical recreational opportunities for the citizens of San Diego to enjoy. Through the Recreation Department's sponsorship of the San Diego Square Dance Association, Inc. the Department makes available, for a nominal charge, or at no cost, various facilities throughout San Diego. The San Diego Square Dance Association is able to offer these outstanding facilities to its Member Clubs, and Affiliates as detailed within Association Bylaws Article II – Membership – Section 1; and Section 9 – Individual Membership.

The City of San Diego Park and Recreation Department has established Rules and Regulations for use of Park and Recreation Department facilities. San Diego Square Dance Association Member Clubs, and Affiliates are required to comply with these rules when utilizing Park and Recreation Department facilities.

The Department encourages clubs and groups utilizing their facilities to economize on their operating costs, by controlling the expenses for their callers/instructors, refreshments and decorations, if required, etc., to ensure that dancers are afforded an economical recreational opportunity and to maintain their non-profit status.

To achieve its goal of providing economical recreational opportunities for the citizens of San Diego, the City of San Diego Park and Recreation Department places certain restrictions on the use of their facilities:

1. Fees charged for admission to activities in Park and Recreation Department facilities are restricted as follows:
 - a. \$5.00 Maximum per person for regular club dances (Sunday thru Friday);
 - b. \$5.00 Maximum per person for regular Saturday Anniversary Dances;
 - c. \$5.00 Maximum per person for standard Special Dances;
 - d. \$5.00 Maximum per person for standard Third Saturday Round-ups;
 - e. Any special circumstances must be submitted to the San Diego Square Dance Association, Inc. Executive Board for approval and submission to the Park and Recreation Department prior to advertising the dance.
2. When afternoon and evening dance sessions are offered, admission is restricted to \$5.00 maximum per session and a combined maximum of \$8.00 for admission to both afternoon and evening sessions.
3. All Association Member Clubs, and Affiliates shall submit to the Association Treasurer monthly financial reports for submission, as required, to the Park and Recreation Department.

Clubs or groups seeking to increase their admission must demonstrate that they are in need of financial assistance. Requests will be considered from clubs or groups whose monthly financial reports indicate a total balance of funds on hand of less than \$2,000 over a period of at least three (3) consecutive months. Under a special use permit, the Department may allow a club to increase its admission fees, up to \$1.00 over that amount authorized in paragraph 1a above, until such time as the club achieves a total balance of funds on hand of more than \$2,000 for a period of three (3) consecutive months as reflected in their monthly financial report submitted to the Association Treasurer. Requests for financial assistance must be submitted to the Association Ambassador/Membership Chairmen for review by the Association Executive Board.

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SAN DIEGO PARK AND RECREATION DEPARTMENT RULES

REGULATIONS FOR USE OF BALBOA PARK FACILITIES

The following Rules and Regulations have been established to ensure that user groups will assist Park and Recreation staff in protecting and preserving Park Facilities for years to come.

1. **No food or beverages will be allowed in the Ballroom or where the flooring is made of wood.** Food and beverages will be allowed in the Santa Fe Room and/or the fountain lobby areas of the Balboa Park Club. Food will be allowed in the other buildings within the Park without deposit if all of the other rules continue to be followed.
2. **No red colored punches, wines or beverages will be allowed in any area of the buildings.** (Example: Hawaiian Punch, red wine, etc.)
3. No smoking is allowed in any part of Balboa Park.
4. Users are required to clean-up after their event, including but not limited to the following:
 - A. All trash and debris shall be placed in trash containers provided.
 - B. All decorations taken down and placed in trash containers or removed from Building.
 - C. All liquid spills mopped up immediately. (Custodial staff will provide mops).
 - D. Floor swept for debris if necessary.
 - E. All tables and chairs cleaned if necessary.
 - F. Custodial staff must approve cleaning efforts prior to user leaving the Building.
5. **Decorations must be free standing or tabletop only.** Decorations may not be taped, stapled or tacked to any surface, i.e. wall, ceiling beams, doors, or other fixtures. Ballroom and wood floors must be protected at all times.
6. **Tables may be covered with paper but all tape must be removed from the equipment when cleaning up.**
7. Users are responsible for any and all damage and theft, which may occur to the facility and/or equipment during their use. Damage and/or theft costs will be deducted from the cleaning/security deposits.
8. **No gum chewing allowed in the Buildings.**
9. Rental tables and chairs must have rubber leg tips (non-marring) on all table/chair legs to protect the floor.
10. Equipment (tables, chairs, etc.) must be carried and not dragged on all floor surfaces.
11. City Staff is not responsible for any personal belongings left in the facility.
12. Staff does not supply ladders for public use for decorating or set-up.
13. Users will be charged Staff overtime charges if they do not leave the premises by the designated time on the permit (allow adequate time for your clean-up at the conclusion of your event!)
14. Loading and unloading is permitted in the designated areas only. Users who park in any red zones are subject to parking tickets and/or towing.
15. In accordance with the SPECIAL USE PERMIT issued annually to the San Diego Square Dance Association, Inc. by The City of San Diego, the user shall procure and maintain a comprehensive liability insurance policy in the minimum amount of \$1,000,000. Said policy shall name The City of San Diego as an additional insured.

PLEASE NOTE: VIOLATION OF THESE RULES MAY AFFECT FUTURE USE OF PARK FACILITIES