

Colorado State Square Dance Association (CSSDA) - Policy Sheets

Printed January 24, 2010

Policy Sheets - No. 1 of 13
Revised January 29, 2006

4. Exceptions to the above may be modified for any one meeting with previous Executive Board approval.

Hosting CSSDA Meeting by Council Areas

1. CSSDA meetings are held four (4) times each year, rotated between the member Council Areas, and usually begin at 10:00 AM on the 4th Sunday of January, April, July and October, customarily followed by a lunch. The 3-R, Past Presidents, Council Representatives, and Publicity Committees normally meet prior to said CSSDA meeting, making it necessary to have these meetings on the prior Saturday.

The July meeting will be held in the city where the next State Festival is to be held and if possible will include a tour of the site and facilities of the Festival.

2. Usually the Hosting Council Senior Representative will take the lead in making the arrangements for the meetings by securing the meeting places, make provisions for a lunch after the Sunday meeting and arrange for a caller if there is to be a dance as a part of the meeting format. The CSSDA has a PA system that will be used for the meeting. Any other sound equipment required for a dance etc. will be the responsibility of the host Council.

3. Costs encountered in hosting CSSDA meetings:

- (a) Costs for hosting the CSSDA meeting will be shared equally by the CSSDA and the hosting Council, with the CSSDA to provide up to a maximum of \$75 toward the meeting room expense.
- (b) The hosting Council may levy a charge of \$5.00 per person for the lunch following the meeting. Lunch fee may be used to assist the hosting Council in covering the expenses for its share of the meeting.
- (c) The hosting Council may wish to have a social dinner on Saturday evening for the attendees. It will not be the responsibility, nor will it be required, that the meeting attendees take part.

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Hosting Annual CSSDA State Festivals

The CSSDA Bylaws suggest that a State Festival Committee be appointed. The duties of this Committee shall be to conduct a State Square Dance Festival under the sponsorship and guidance of the Colorado State Square Dance Association.

1. Festival Chairman

(a) The Chairman shall be selected, by the hosting Council, from active, qualified members in good standing of the Area Council and approved by a vote of the CSSDA Board of Directors at the first general meeting following the appointment.

(1) The Chairman should then select the following:

(A) Vice or Co-Chairman, Secretary and Treasurer, and they shall also be selected from among active and qualified members in good standing of the local Area Council.

(B) Chairmen for Publicity, Public Relations, Programming, Registration, Fashion Show, Exhibitors, Solos, Decorations, Sewing, Hospitality, Camping/RV, After party, Food or any other Chairmen deemed necessary.

(b) It is recommended that the Festival Committee Chairman be selected three (3) years in advance of the Festival to be hosted.

(c) A Festival Chairman may be removed from office for justifiable reasons (such as not following CSSDA policies) at the request and vote of the CSSDA Board of Directors with notification to the hosting

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Council. If a Council chooses to replace a Festival Chairman notice shall be sent to the CSSDA President immediately and an approval vote taken at the next general CSSDA meeting.

2. Festival Dates

(a) The Festival shall be held on the second Friday and Saturday of the month of June, except as changed by special permission of the CSSDA Board of Directors.

3. Festival Facility Contract

(a) The Festival Chairman shall be responsible to secure a fair contract with the Festival Facility management.

(b) Space should be allowed for Mainstream Dancing, Plus Dancing, Round Dancing, Registration, Vendors, Showcase of Ideas, and if possible Advanced or other forms of dancing (clogging, contra, line, country, traditional, etc.).

(c) The Festival Facility Contract shall include a cancellation policy.

4. Festival Budget

(a) A complete Festival Budget, showing all expected income and/or expenses from the Festival planning, including but not limited to, organized pre and post activities as well as dancing, camping, meals, booth, promotional items, pre-registration booklet (next Festival to have a complimentary ad), advertising and any other item that may derive income or expense, shall be prepared by the Committee and presented to the CSSDA Board of Directors before any advance may be made to the Committee. This budget must be presented no later than the July meeting prior to the Festival, but may be submitted up to two (2) years in advance of the Festival to be hosted.

(1) The budget shall include, and not be a portion of the net fifty percent to the CSSDA, one dollar (\$1.00) per person registering to be earmarked for use of the International, National, USAWest or major Regional Square Dance Convention and/or Bid Committee of the CSSDA.

(2) The budget shall include, and not be

a portion of the net fifty percent to the CSSDA, an amount per adult registration approved by the Board of Directors as projected to be necessary three years in advance, to be earmarked for a one year subscription to the CSSDA News.

(3) The amounts earmarked in 4. (a)(1) and 4. (a)(2) Above will be due and payable as soon as the final attendance for the Festival is established. The payments are payable to CSSDA and are to be sent to the CSSDA Treasurer.

(b) The Festival Chairman shall furnish copies of the proposed budget to the CSSDA President. Said copies are to be mailed to all CSSDA Board of Directors fifteen (15) days prior to the meeting at which the budget is to be presented.

(c) Following the meeting at which the Festival budget is approved, the Festival Chairman, Hosting Council President and the CSSDA Executive Board shall meet and sign the attached Festival Contract (Exhibit 2).

(d) Volunteers for all Festival duties are encouraged; however, remuneration may be allowed for services to the CSSDA Festival, unless otherwise stated in this Policy Sheet.

5. Festival Rotation and Site

(a) Each active Area of the CSSDA having suitable facilities, shall take their turn in hosting the Annual Festival. The rotation schedule shall be as follows: Northeast, Denver, Southeast, Colorado West and continuing in the same order thereafter. In the event another Council Area becomes active, it may be inserted into the rotation schedule at the discretion of the CSSDA Board of Directors. A trade in the schedule between two Council Areas may be made if both Council Areas are agreeable and the CSSDA Board of Directors approves it.

6. Festival Procedure

(a) The Chairmen of the upcoming Festivals shall have in their possession information concerning the procedures for hosting the Festival. This shall consist of, but not be

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limited to the following:

- (1) Copies of current policy sheets. Future Festivals will operate under the Bylaws & Policy sheets in effect at the time of the Festival budget approval.
- (2) Suggested Committee positions and duties of those Committees.
- (3) Copy of the CSSDA Bylaws.
- (4) Copies of the final reports of the past Festivals. (At least the two most recent Festivals)
- (5) Other pertinent information that would enable the Festival Chairman to better perform his duties.

(b) The Festival Chairman for each of the last two (2) CSSDA Festivals may be asked to serve on a new Festival Committee in an advisory capacity. Past or present CSSDA Officers still active in CSSDA may also serve as advisors. The Chairman of future CSSDA Festivals and the current CSSDA President should be invited to attend Festival Committee meetings, and should make every effort to do so. A copy of the Committee meeting notices and minutes will be sent to future Chairmen and to the CSSDA President in a timely manner.

(c) Space shall be provided at the preceding Festival where the Publicity Chairman, along with the Pre-Registration Committee, shall display for the next Festival all pertinent facts, pre-registration amount, registration blanks, location of Festival events, etc. Publicity Chairman shall keep other Council Areas up to date on latest details and publicity concerning the Festival. Only the Colorado State Square Dance Festival for the next year may be advertised and accept registrations, with the following three exceptions.

- (1) The CSSDA Bulletin editor and individual council bulletin editors may be asked to print a page titled "Save the Date". Each future festival can then place on that page, the date, place, and theme for their festival, with no other information allowed. No other

advertising of any kind will be allowed for future festivals.

- (2) Festival reports given at CSSDA or Council meetings will not be considered as advertising an upcoming festival.

(3) Once a Colorado State Square Dance Festival Committee is formed and has an approved budget in accordance with these policies, registrations may be accepted from those committee members only.

(d) The Programming Chairman shall be active and qualified to select and program the callers and cuers for the State Festival.

(1) This Committee should keep in mind at all times that the wish of the CSSDA is to provide the best possible dance.

(2) The Festival Committee is allowed to make their own decisions with reference to contract callers and cuers participating in the program. This includes eligibility, program, remuneration, scheduling and use of sound equipment. A letter of invitation to participate will be sent to all Colorado State Callers/Cuers.

(e) The Festival Committee shall be responsible for acquiring property insurance for all authorized sound equipment at the Festival.

(f) The Festival Committee shall be responsible for acquiring liability insurance for the Festival. The amount of insurance needed will be determined by the request of the contract Facility. Every effort should be made to use the USDA Insurance or other suitable insurance.

(g) Everyone (callers, cuers, and dancers) except guest ceremony personnel shall be required to purchase an appropriate dance package for the Festival.

- (1) Guest Ceremony Personnel is described as non-dancers such as clergy, city officials, facility representatives, color guard and

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special guests. Exhibition teams should not be considered guest ceremony personnel. Volunteers for all ceremony duties are encouraged; however, remuneration or donations may be allowed for services to the CSSDA Festival, unless otherwise stated in this policy sheet.

- (2) Any caller or cuer volunteering to participate in the program must be pre-registered by the date designated by the hosting Festival Committee.

(h) All CSSDA Festival financial records shall be maintained in a proper journal (manual or electronic) and shall include all receipts and disbursements. All money expended for the Festival will have a justifiable receipt. All checks shall carry sixty (60) day validity.

7. Educational Policy

(a) Space shall be provided by the hosting Council for an educational program, which is mandated by the CSSDA. The actual program shall be chaired and/or managed by the State 3-R Committee Chairman at the expense of the CSSDA.

(b) One hour of solely dedicated time will be reserved in the festival Saturday morning schedule.

8. Showcase of Ideas

(a) Space shall be provided, free of charge, for a Showcase of Ideas where other Councils, CSSDA committees, and outside organizations can display and share ideas about our dance activity.

(b) The Festival Committee shall contact all Councils, CSSDA Committees and outside organizations connected to CSSDA and invite them to participate. It is the responsibility of all groups to respond to the Festival Committee so space and table arrangements can be finalized.

9. Ceremonies

(a) The main Festival Ceremonies shall be held on Saturday night.

(b) The CSSDA President and the Hosting Council President shall be given a chance to address the assembled dancers.

(c) Up to 10 minutes of time will be allowed to the upcoming festival for promotion of their festival.

10. After party(s) and Exhibition(s)

(a) After parties and Exhibitions shall be left to the discretion of the Festival Committee.

(b) No money shall be budgeted out of the joint accounts (State and Area Council) for after parties and/or exhibitions at State Festivals. Area Councils may choose to make remuneration or donations to exhibition teams from their monies.

(c) Exhibition team members shall have valid Festival Registration.

(d) All Colorado exhibition teams should be invited to demonstrate at the Festival.

11. Final Reports

(a) Accurate records of each Festival must be kept and a final report shall be presented by the Festival Chairman at the October CSSDA meeting following the Festival.

(b) All Festival reports shall be retained by the CSSDA Secretary.

(c) The Final Festival report shall be presented on the attached Final Short Report Form (Exhibit 3) and be retained in the CSSDA Secretary's books for ten years for review to any existing Festival Committees upon that Festival Chairman's request. Copies only should be given out for review. All original Final Report Forms shall remain in the CSSDA Secretary's books. Not all items are applicable to all Festivals yet every effort should be made to have the data as complete and accurate as possible.

(d) Newspaper articles, pictures, pre-registration booklets, tri-folds, registration blanks, programs and any other Festival information available should be presented to the CSSDA Historian in scrapbook form. The CSSDA Historian should retain these with the CSSDA Scrapbooks and display them at future CSSDA Festivals.

12. Proceeds

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(a) Proceeds or losses from the Festival are to be shared equally by the hosting Council Area and CSSDA. This also applies in the event of a Festival cancellation.

(b) All materials paid for from the Festival receipts that can be reused shall become the property of CSSDA to be used at future CSSDA Festivals.

13. Auditing Committee

(a) An Auditing Committee Chairman shall be appointed by the President of CSSDA.

(b) The other Committee members will be current Festival Treasurer and at least two of the upcoming Festival Treasurers

JOB DESCRIPTIONS OF FESTIVAL COMMITTEE POSITIONS

Festival Chairman

1. Appoint active dancers to the various Festival Committees and be responsible to CSSDA for the actions of the Committee as a whole.
2. Responsible for signing all contracts; festival, facility, insurance, vendor, caller/cuer, exhibition teams, and other contracts required for the Festival.
3. Responsible for making sure reports are filed by the Secretary in a timely manner.
4. Inform the CSSDA President as soon as a Festival Secretary has been appointed with name, address and contact information.
5. Shall make every effort to attend all CSSDA Publicity and General Meetings.
The Chairman may be reimbursed for travel expenses at the same rate as other standing committee members of CSSDA for four (4) CSSDA meetings before the Festival and two (2) CSSDA meetings after the Festival, in lieu of any other remuneration received.
6. In the event the General Chairman cannot attend the CSSDA State meetings, a representative should be sent in his/her place to report to the CSSDA. The Festival Chairman shall send advance notice to the CSSDA President including the name of the representative.
7. The General Chairman will present the Final Report to the CSSDA at the October

meeting following the Festival.

Vice or Co-Chairman

1. Responsible for making sure he is aware of all committee actions.
2. Answers to the General Chairman and is to assist with any duties that the General Chairman designates.
3. Acquire color guard and person to do invocation for the Grand March.

Treasurer

1. Responsible for financial dealings of the Committee.
2. Have up-to-date records at all times showing all expenditures and income.
3. Should keep track of the amounts budgeted and amounts actually spent.
4. Make arrangements for adequate cash on hand.
5. Notes, receipts, etc. of the current Festival will be forwarded to the succeeding Festival Treasurer for possible use and then returned to the original Council Area for their next Festival and final disposition.
6. Shall have copies of all contracts (such as facility, vendor, caller, cuer and other signed contracts).
7. Is responsible for payment to the CSSDA Treasurer for items listed in Policy Sheet No. 2 of 13 #4. (a) (1)-(3).

Secretary

1. Responsible for all the correspondence as requested by the General Chairman.
2. Responsible for keeping accurate minutes of all general meetings. Copies of all Festival meeting minutes will be sent to Future Festival Chairman and the current CSSDA President.
3. Perform other secretarial duties requested by the General Chairman.

Publicity and Promotion

1. Responsible for dispersing all information about the Festival to Council Area publications, national publications and news media, particularly the National Square Dance Directory and American Square Dance Magazine.
2. Responsible for getting information about the Festival in each issue of the State Bulletin and Area Bulletins.
3. Responsible for all promotion.

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Programming

1. Responsible for contacting and/or programming the callers and cuers for the Festival.
2. If desired, this position may be split into a Caller Program and a Cuer Program.
3. Responsible for sounding the halls and providing the required sound equipment.
4. Provide hospitality space for callers and cuers.

Camping and Recreational Vehicles

1. Responsible for making arrangements for R.V.'s.
2. Should have people available to aid in guiding vehicles to the correct spots and in parking.
3. Provide 24-hour security for the area.

Registration and Pre-Registration

1. Responsible for coordinating with the Publicity Chairman activities described herein.
2. Responsible for receiving the pre-registration forms and collating the information.
3. Responsible for having all registration materials ready to be handed out at the Festival prior to theirs.
4. Provide a good map to Festival facilities within the city.
5. Responsible for at-door registrations.

Fashion Show

1. Responsible for the arrangements for a fashion show.

Vendors

1. Responsible for making arrangements and contracts for vendor space (using the Colorado State Square Dance Association Vendor Agreement form Exhibit 1).
2. Assign vendor space.
3. Work with the vendors at Festival time
4. Assure that the vendor advertising money is paid to the CSSDA Treasurer by November.
5. Assure that the vendors are provided with State, County and City sales tax information.

Solos

1. Responsible for making arrangements for the solo dancers.
2. Provide solo meeting areas in each hall.

Decorations

1. Responsible for making arrangements for decorations.
2. Responsible for putting up such decorations and taking them down.
3. Responsible for obtaining and hanging all the State club banners.

Sewing

1. Arrange sewing workshop.
2. The oncoming Festival shall be allowed to present their costume, if they plan to have it.

Hospitality

1. Responsible for arranging for people to be "shakers" (people to fill squares).
2. Emergency message board and information.
3. Shall have local area information available (i.e., maps, restaurants, sights, etc.).
4. Responsible for arrangements for water in all dance halls.
5. Responsible for all directional signs within/outside of Festival Halls.

Getting Things Done:

FESTIVAL COMMITTEE - PLAN OF ACTION

1. Area Councils select a Festival Chairman. In choosing a Festival Chairman, keep in mind that this person will be expected to spend a lot of hours in meetings, organizing the Festival. The Festival Chairman is the leader of the Committee and should be just that - - - a leader.
2. Festival Chairman will choose the remainder of the Committee members. Great care should be taken in choosing the Committee Chairmen.
3. The Festival Committee will choose a location. When choosing a location, keep in mind how many buildings and how much floor space is available.

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TIME FRAME

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Revised - April 28, 1991

Three years in advance:

- Choose a Festival Chairman & Vice Chairman.
- Choose location and book facilities.

Two years in advance:

- Choose remainder of Committee.
- Choose theme and logo.
- Draw up a proposed budget and submit to CSSDA for approval, according to "Hosting Annual CSSDA State Festivals"---4(a).
- If possible, attend the present Festival's Committee meetings.
- Get pre-registration materials ready for presentation at present Festival. Space shall be provided for display.

One year in advance:

- Make final contract for all facilities to be used.
- Make decisions concerning the facilities and their uses.
- Get invitation out to caller and cuers.
- All committees should have their own work well under way.
- Make presentation at the current Festival.

Six months in advance:

- Committees should have all their preparations organized.
- Pre-registration and Registration Committee, are working diligently.
- Dance programs should be printed and ready.

Two weeks in advance:

- Final arrangements should be complete with all committees ready with work schedules for specific tasks.

Two days in advance:

- Set-up should begin, if possible.

DON'T PANIC ----- things will get done!

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PAST PRESIDENTS COMMITTEE

MEMBERSHIP

1. This Committee shall consist of Past Presidents of the CSSDA. The current President shall be a member, ex-officio.
2. The Chairman of this Committee, as defined in the Bylaws and having been ratified by the Board of Directors, shall take over his duties immediately following each Annual Meeting of CSSDA. The Chairman may appoint a person from the Committee to assume secretarial duties necessary to Committee operations.

DUTIES

1. Discuss with and advise the CSSDA President on all matters assigned to it by the President. Everything assigned to this Committee at a CSSDA meeting will be reported back by the Committee to the President at the next CSSDA Past Presidents meeting.
2. Discuss and advise the CSSDA President on any new ideas of policy affecting the operation of the CSSDA.
3. Past Presidents may nominate candidates for CSSDA officers and make and second motions, but may not vote.

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Revised - April 28, 1991

REPRESENTATIVES COMMITTEE

MEMBERSHIP

1. Junior and Senior Representatives from each Council Area constitute this Committee with the CSSDA President as an ex-officio member.
2. Hosting Council's Senior Representative will chair this meeting and report at the CSSDA meeting.

DUTIES

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1. This Committee is to address problems of the various Council Areas.
2. Discuss any business which may or may not be considered by the Board of Directors at the General Meeting.

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Revised - April 28, 1991

3-R COMMITTEE

MEMBERSHIP

1. The Chairman serves a term from August 1 to July 31 with the Assistant Chairman, for purposes of continuity, succeeding to the chairmanship of this Committee.

DUTIES

1. Further the concept of Recruit, Retain & Regain Square Dancers and assist Council Areas in this effort.
2. Provide leadership training for all prospective leaders throughout the CSSDA area.
3. 3-R Chairman is responsible for an educational program conducted at any State Festival.
4. Promote better communications between clubs, the caller/cuers and dancers.

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Revised - January 29, 2006

CSSDA Publicity - Public Relation Committee

MEMBERSHIP

1. Membership in this Committee is defined in the Bylaws, and additional members may be appointed as required. The immediate past Committee Chairman should continue as a member of this Committee for a period of one year, serving in an advisory capacity.
2. The current Editor of the CSSDA News shall automatically become a member of this

Committee.

3. The current Festival Committee Publicity Chairman shall be invited to this Committee's meeting, and this Committee will work in cooperation with said Chairman's recommendation on promotion of the State Festival. Other Festival Chairmen are also welcome to attend.

DUTIES

1. This Committee is responsible for promotion of good public relations between CSSDA and the public, statewide.
2. This Committee is responsible for preparing and releasing news releases and any other publicity information of any CSSDA sponsored activity past, present, or future to any news media throughout this area and beyond, and shall assist local Councils in Area publicity when requested by the Council President.
3. Promotion of CSSDA Festivals will be in cooperation with the Festival Committee Publicity Chairman.
4. At the first meeting of the year, this Committee shall request from the Secretary of the CSSDA a list of newly appointed Committee Chairmen of the CSSDA and the Area Council Representatives, listing names, addresses and phone numbers.
5. This Committee, working in cooperation with Council Representatives, will assist in keeping local Council publications informed about CSSDA activities. Regular publicity releases concerning next meeting dates, special events and other items of interest will be prepared and released.
6. The Chairman will make himself available to Council Presidents for short publicity talks and informative speeches on CSSDA organization and other pertinent and interesting information relating to the activity.

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7. Public Relations Publications will be prepared by this Committee for wide distribution to the general public and news media, advertising the purposes and accomplishments of CSSDA. Publications should be prepared in such a way that they may be reissued at a later date and updated with new information.

8. Publicity Committee shall distribute to new Junior Representatives and any new Senior Representatives at the Annual Meeting a packet containing the Bylaws of CSSDA, the policy sheets, a copy of "Promenading in the Rockies", some CSSDA stationery and any other pertinent information.

MEETING

1. Meetings may be called by the Committee Chairman as often as necessary, taking into consideration elements of time and distance, and coordinating such meetings with the current activities.

2. This Committee, in cooperation with the Chairman of the CSSDA Festival Publicity Committee, may have representation at meetings of the CSSDA Festival Committee so it may correlate its activities with the State Festival activities.

3. Members of the Committee will bring notes from their Area Council meetings so that complete communications from each Council Area may be maintained.

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*Policy Sheets No. 7 of 13
Revised - April 28, 1991*

National Promotion Committee

MEMBERSHIP

1. The Chairman of this Committee shall be appointed by the CSSDA President.

2. Membership in this Committee shall include all Junior Representatives as well as any others appointed by the Chairman. It is recommended that the immediate past Chairman continue as a member for one year

servicing in an advisory capacity.

DUTIES

1. This Committee shall be responsible for promotion of the annual National Square Dance Convention throughout the CSSDA area by:

(a) receiving and/or acquiring, from the time of the Convention in the given year and forward, the registration forms and News Releases. Seek other information from the National Square Dance Convention Chairman.

(b) providing same to the CSSDA officers, the Colorado Area Councils via the Junior Representatives, and selecting interest groups (such as, but not limited to, CRDA, singles, square dance shops, etc.)

(c) advise and encourage individual Council National Promotion Chairman and publications to print, distribute and inform CSSDA square dancers of the approaching National Square Dance Convention.

2. This Committee shall prepare or arrange transportation and set up a display for CSSDA and Colorado at the National Square Dance Convention for the Showcase of Ideas and if appropriate, at each CSSDA Festival. This involves, but is not limited to:

(a) Communication with Chairman of the Showcase of Ideas for the approaching Convention as to needs, location, time, etc.

(b) Communication, cooperation and advancement of plans and projects of the CSSDA Publicity Chairman.

(c) Drawing on events, displays and publications of all Council Areas.

3. The Chairman shall comply with the reporting requirements at each CSSDA meeting.

4. The Chairman will request a list of the newly elected Junior Representatives and CSSDA officers from the CSSDA Secretary after the annual meeting of the CSSDA.

5. The Chairman shall endeavor, in anyway possible, to promote the activities of the CSSDA on the national level.

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Revised October 24, 1999*

International, National, USAWest or other Major Regional Square Dance Committee

1. There shall be an earmarked fund separately administered by the CSSDA treasurer for the use of the International, National, USAWest or other major Regional Square Dance Committee. This fund is to be used only for Conventions to be held within the CSSDA area.

2. One dollar (\$1.00) per person shall be added to the Registration fee each year of the Colorado State Festival to be earmarked for use of the International, National, USAWest or other major Regional Square Dance Committee.

3. In the event an International, National, USAWest or other major Regional Square Dance Convention is being planned the Chairman may request these funds. If no event is being planned, these funds in excess of \$1,500.00 may be requested by the Chairman for approval at a meeting of the CSSDA, when accompanied by a profit and loss statement, for distribution toward the losses of a past CSSDA area International, National, USAWest or other major Regional Square Dance Convention.

4- Undistributed Assets or Profits Plan

That a committee made up of the then current Presidents of each of the member Area Councils and chaired by the then current Colorado State Square Dance Association President be assembled and established to divide any undistributed assets/profits as declared by the General Chairman from any International, National, USAWest or other major Regional Square Dance Convention, for the good and to the benefit of square dancing, as follows:

- a) The undistributed assets/profits will be divided one-half to the sponsoring organization of Colorado State Square Dance Association and one-half to be divided among all member Councils.
- b) From the portion allocated to the Colorado State Square Dance Association, up to twenty-five percent

(25%) thereof, but not to exceed a maximum of \$10,000.00, shall be set aside and earmarked as seed money for use of a duly appointed committee of the CSSDA for preparation of an International, National, USAWest or other major Regional Square Dance Convention.

c) The portion allocated to the member Councils will be divided among those Councils based on the percentage of dancers registered at the Convention from each Council Area, compared to the total dancers registered from the area covered by the Colorado State Square Dance Association, for an International, National, USAWest or other major Regional Square Dance Convention.

d) The decision of this committee will be final and irrevocable and funds shall be transferred expediently after the closing of the International, National, USAWest or other major Regional Square Dance Convention. (Of course, this is all subject to the current U.S. Internal Revenue Code.)

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*Policy Sheets No. 9 of 13
Amended January 29, 2006*

Meetings of the CSSDA

This policy is intended to supplement CSSDA Bylaws Article XI A. Meetings. The CSSDA President will prepare an agenda for each quarterly meeting. The meeting agenda will be disseminated to the Board of Directors no later than 15 days prior to the upcoming meeting, in order to allow them to formulate opinions and to receive voting instructions from their Council Areas. Only items on the published agenda will be allowed for discussion or vote at the scheduled meeting. Items for vote not on the agenda must be brought to the meeting as action from the scheduled Representatives meetings and

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Past Presidents meeting and by agreement of those representatives in attendance. To accomplish the agenda preparation task, agenda items and the support information for inclusion must be received by the President no later than 30 days prior to the meeting.

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*Policy Sheet No 10 of 13
Adopted April 22, 2001*

Harassment

The Colorado State Square Dance Association believes in and adheres to the rights for the respect of human dignity and supports the applicable laws, rules, regulations and jurisdictions associated with harassment as well as sexual harassment. The Association has adopted a zero tolerance policy against any level or form of harassment occurring at member-sanctioned events.

Harassment can be defined as any act caused by one individual to trouble, worry, or torment another individual by repeated actions when the conduct has the purpose or the effect of unreasonably interfering with an individual's social activity or creating an intimidating, hostile, or offensive environment. Sexual harassment is defined as any unwanted sexual advance, request for sexual favors, or any other verbal or physical conduct of a sexual nature.

Therefore the Colorado State Square Dance Association encourages all member Councils and clubs to make a statement in their Bylaws or policies to not condone harassment. The policy may also not allow an environment to exist where harassment can be applied to members of their organization and if properly notified they will have the right to expel the person or persons that are perpetrating the offensive act.

As an example, the following statement or one of similar intent may be included in Bylaws or policy documents:

Conduct or Behavior:

The Club Officers (Board of Directors) are not to allow an environment to exist where a club member or guest can harass or be harassed by a fellow club member or guest at any club sanctioned event.

Harassment can be defined as any act caused by one individual to trouble, worry, or torment another individual by repeated actions when the conduct has the purpose or the effect of unreasonably interfering with an individual's social activity or creating an intimidating, hostile, or offensive environment. Sexual harassment is defined as any unwanted sexual advance, request for sexual favors, or any other verbal or physical conduct of a sexual nature.

The Club Officers (Board of Directors) have the right and responsibility to confront or expel the offending party or parties whenever such activity is noticed or brought to their attention. The Board of Directors or the club membership will determine other sanctions to club members or guests.

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*Policy Sheet No 11 of 13
Amended January 29, 2006*

Dues

This policy is to supplement CSSDA Bylaws Article IV – Dues (A. Amount)

The annual dues are set at \$5.00 per each member club of each Area, payable to the CSSDA Treasurer prior to the first day of April.

Area membership in CSSDA allows the Area to have representation at the General Meetings of the CSSDA.

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“Promenading in the Rockies” will be made available to Area member clubs at a cost of \$3 per copy upon request to the Area Representative.

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*Policy Sheet No 12 of 13
Adopted January 29, 2006*

**53rd National Square Dance Convention
Grant Application Review Committee**

1. The Committee will be comprised of the current year Senior Representatives.
2. The purpose of the Committee will be to review and evaluate grant applications as they relate to education, support and advancement of square dancing.
 - (a) Grant applications will be received by the Corporation Chairman during each year and turned over to the Committee Chairman for Committee review after the 15th of March.
 - (b) Upon receipt of the grant applications, the Chairman and the Committee members will review them and return them to the Corporation Chairman by May 15th of the same year.
 - (c) The review will be made with the following criteria in mind.
 - a. Eligibility – The applicant must be a member of a CSSDA member organization.
 - b. The application must be for educational purposes.
 - c. Club classes for dance teaching are eligible.
 - d. Applications for advertising to support club dance lessons will be considered.
 - e. CSSDA educational activities are eligible for grant consideration.
 - (d) The Committee will arrange the applications in descending order of

merit, before returning them to the 53rd National Square Dance Convention Corporation.

- (e) At the January meeting of the CSSDA the Committee members will select a Chairman from within. The 53rd Corporation will accept this Committee as the selection committee for the Corporation.

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*Policy Sheet No. 13 of 13
Adopted July 22, 2007*

Remuneration /Travel Expense

The CSSDA Constitution and Bylaws Articles VI Executive Board and VIII Committees states the Executive Board and Committee Chairman are eligible for travel expense to attend CSSDA general meetings. The following is the policy for travel expense reimbursement.

1. Travel expense is considered to be the most expeditious roundtrip mileage from the attendees’ home to the meeting place. Reimbursement rate is 30 cents per mile, supported by odometer readings or map mileage. Attendees sharing transportation are expected to share the travel expense reimbursement, i.e. one vehicle, one round trip mileage reimbursement.
2. A properly completed CSSDA Reimbursement Voucher presented to the CSSDA Treasurer is required for travel expense reimbursement.
3. In the case of Committee Chairman, travel expense reimbursement will be allowed if it is required that the Chairman gives a report or is listed on the meeting agenda or as stated in the Bylaws. If there are Committee Co-Chairman then one reimbursement will be made for the Committee and Co-Chairman will be required to share or split.
4. If other remuneration is received to attend the CSSDA general meetings,

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then CSSDA travel expense reimbursement will not be allowed. For example, if the attendee receives travel expense from a member council or

another organization to attend the meeting.

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