

SCVSDA

JUBILEE

GUIDELINES

Approved Effective November 21, 2004

JUBILEE COMMITTEE GUIDELINES

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SANTA CLARA VALLEY SQUARE DANCERS ASSOCIATION JUBILEE COMMITTEE GUIDELINES

The Jubilee Committee is established under the Bylaws of the Santa Clara Valley Square Dancers Association, Inc. (SCVSDA). The Jubilee Committee is sponsored by, and responsible to, the Board of Directors of the SCVSDA for the planning and operations of the Annual Jubilee.

The Jubilee shall be held on the weekend starting with the second Friday in October.

The official address for the Jubilee Committee is the same address as that maintained by the SCVSDA unless another address is provided by the Jubilee Chairman, in writing, to the SCVSDA Board or Directors.

GENERAL GUIDELINES

The Jubilee Committee is authorized to operate within these guidelines, but must seek permission of the SCVSDA Board of Directors to deviate from any of these guidelines. The Jubilee Chairman is encouraged to recommend changes as early as possible in the Jubilee year.

The Jubilee General Chairman shall be nominated by the SCVSDA President and approved by the SCVSDA Board of Directors. The Jubilee Treasurer shall be appointed by the Jubilee General Chairman and approved by the SCVSDA Board of Directors.

No member of the Committee may receive any remuneration for personal services rendered to the Jubilee except as covered elsewhere in these Guidelines.

The SCVSDA President shall work closely with the Jubilee Chairman as liaison to the SCVSDA.

When the term 'SQUARE DANCER' is used in this document it shall not preclude "ROUND DANCER", "LINE DANCER", "CLOGGER" and "CONTRA DANCER" being included in Jubilee activities as appropriate.

\$3,000 "seed money" shall be provided to a Jubilee by the SCVSDA by the January SCVSDA Board meeting of the Jubilee year, either by transferring funds into the Jubilee account or by having the previous Jubilee leave \$3,000 in the Jubilee account. This "seed money" is expected to be recouped by the Jubilee operation and left in the Jubilee account for use by the next Jubilee. A Jubilee shall close its books on or before December 15 of the year of that Jubilee and shall turn any operational surplus (after the \$3,000 is left in the account) over to the SCVSDA at or before the January SCVSDA Board meeting. If necessary, at that meeting the SCVSDA shall provide additional funds to the Jubilee account to provide the next Jubilee with its \$3,000 of "seed money."

Revenues received and bills presented after that meeting pertaining to the previous Jubilee shall be presented to the SCVSDA for action.

DUTIES OF JUBILEE GENERAL CHAIRMAN

THE JUBILEE GENERAL CHAIRMAN SHALL:

- A. Develop an organizational structure designed to produce a successful Jubilee, and present this structure to the SCVSDA Board of Directors no later than November of the year before the Jubilee. This organizational structure shall incorporate the specific duties of the Jubilee Chairman outlined below and shall also take into account the traditional job responsibilities formerly outlined in these guidelines and now retained for reference in Appendix C of this document, but need not follow the exact delineation of this traditional structure.
- B. Be responsible for all aspects of the planning and operation of the Jubilee. He/she shall verify, on a continuing basis, that all functions outlined in his/her organizational structure are assigned to responsible managers and that these managers are performing their functions in a satisfactory and timely fashion.
- C. Provide a progress report to each SCVSDA Board of Directors and General Committee meeting. This report shall include a summary of the financial status of the Jubilee Committee.
- D. Provide a Jubilee budget for review and approval by the SCVSDA Board of Directors no later than January of the year of the Jubilee.
- E. Provide an overall program plan for review and approval by the SCVSDA Board of Directors no later than March of the year of the Jubilee.
- F. Prepare or cause to be prepared a ballot for the Top Ten Square Dance Callers for each dancer in the SCVSDA showing the name of the callers and the SCVSDA club(s), and clubs which dance within the geographic area (as defined by the California Square Dance Council) of the SCVSDA, for which they call. Typographical emphasis shall be given to SCVSDA clubs.
1. A preliminary ballot including callers for SCVSDA clubs and callers for clubs that dance within the geographic area (as defined by the California Square Dance Council) of the SCVSDA will be presented to the SCVSDA Board of Directors and Delegates at their November meetings.
 2. Any member of the Jubilee Committee, the SCVSDA Board of Directors, or any Delegate may propose additions to this list until 30 days before the January SCVSDA Board and Delegates meetings. The minimum criterion for such additions is that the caller has called at least 10 dances within the geographic area of the SCVSDA during the calendar year prior the balloting.
 3. The Jubilee Chairman shall confirm or cause to be confirmed that nominated callers wish to be listed on the ballot, and shall identify and attempt to resolve any discrepancies regarding the names on the preliminary ballot or proposed to be added to the ballot, bringing unresolved issues to the Board of Directors of the SCVSDA at their January meeting. The Board of Directors will resolve these issues, amend the list accordingly, and approve a final Top Ten ballot at this meeting.
 4. The ballots will be prepared as soon as possible after this meeting, and distributed to Directors, who will arrange for balloting to take place at each of their assigned clubs. The balloting will be open up until the March SCVSDA Board meeting. A member of the Board of Directors of the SCVSDA or such substitute as it may appoint shall monitor the balloting at each club.

5. Each SCVSDA member may cast only one (1) ballot and shall vote for at least one (1) and not more than six (6) callers. A member must be present to vote. Proxy voting is not allowed. A list of people who have voted will be collected by the person monitoring each club's balloting, and turned in with the ballots. Monitors may visit clubs more than once within the balloting time period to allow those who have not yet voted to do so.
6. Ballots shall be counted by at least four (4) of the following: Jubilee General Chairman, Assistant General Chairman, SCVSDA President, SCSVDA 1st Vice President, and SCVSDA 2nd Vice President. All of the above positions shall be invited to the counting. At least two SCVSDA officers shall be in attendance at the counting. The attendance at the ballot counting is closed to others and the ballots will be safely retained until 60 days after the public announcement of the results.
7. The relative positions of callers within the Top Ten is not to be revealed. The winners shall be listed in alphabetical or other canonical ordering.

G. Provide a final Jubilee report to the SCVSDA no later than the January after the Jubilee.

H. Turn the Jubilee books over to the SCVSDA Board for audit prior to the final report of the committee.

I. Distribute, or cause to be distributed, complimentary Jubilee ribbons, following the policies outlined below.

The following categories of people are eligible to receive up to two complimentary Jubilee ribbons for their own use and for use by one dance partner each:

1. All callers, cuers, or instructors who call, cue, or instruct regularly for clubs in the SCVSDA;
2. All callers listed on the Top Ten Ballot, or, who, by the time of the Jubilee, would have been eligible to be listed on the Top Ten Ballot, and indicate a willingness to be listed on the next Top Ten ballot;
3. Jubilee Committee members (maximum of 40 ribbons to be distributed to this category);
4. Callers and Cuers on Jubilee staff;
5. SCVSDA Board members;
6. Current California Square Dance Council board members and affiliate representatives;
7. SCVSDA Past Presidents and Past Jubilee Chairmen; and
8. Exhibition Groups.

One or two ribbons to each person in one or more of the above categories shall be distributed or offered, accompanied by a letter stating that the ribbons are for their personal use and encouraging them to wear the ribbons and promote the Jubilee.

Ribbons may also be provided to other square dance festivals on a reciprocal basis. The ribbons for other festivals obtained in this fashion are to be offered to Jubilee attendees through the Jubilee's silent auction, opportunity drawing, or door prize program.

APPENDIX “A”

Preferred Caller/Teacher/Cuer List

When hiring Jubilee Callers/Teachers/Cuers preference shall be given to those listed below when reasonable. A motion to hire Callers/Teachers/Cuers not on this list should make that fact and rationale plain, but the required vote need not rise to two-thirds (2/3) as such hiring does not require the suspension of this rule.

Callers (as of November 17, 2002):

Bronc Wise	Romney Tannehill	Ken Bower
Randy Dibble	Buddy Weaver	John Reitmajier
Joe Saltel	Scot Byars	Don Woods
Dan Nordbye	Doug Davis	Charlie Robertson
Mike Seastrom	Johnny Preston	Nassar Shukar
Mike Kellogg	Jet Roberts	
Randy Dougherty	Vic Karria	
John Saunders	Phil Farmer	

*Preferred Teacher/Cuer list
not yet available.*

APPENDIX B: Historical Jubilee Duties as of 2004

DUTIES

1. JUBILEE CHAIRMAN SHALL:

- A. Be responsible for all aspects of the planning and operation of the Jubilee. He/she shall verify, on a continuing basis, that all committees and subcommittees are performing their function in a satisfactory and timely fashion.
- B. Give a written and oral report at each SCVSDA Board of Directors and General Committee meeting. This report shall include a summary of the financial status of the Jubilee Committee.
- C. Present a budget at the first Jubilee Committee meeting and shall secure approval of the budget by the SCVSDA Board of Directors no later than their January meeting.
- D. Present the major scheduled program to the SCVSDA Board of Directors for approval no later than their January meeting.
- E. Furnish a list of the basic Jubilee Committee at the November SCVSDA Board meeting, and additions or changes at subsequent Board meetings, for approval. The Assistant Treasurer should be selected after consultation with the proposed Treasurer. Request SCVSDA to Bond the Jubilee treasurer and Assistant Treasurer. **NOTE:** Proposed Committee members who are SCVSDA or Directors shall be separately identified at this time.
- F. Jubilee Chairman shall prepare or cause to be prepared a ballot for the Top Ten Square Dance Callers for each dancer in the SCVSDA showing the name of the callers and the SCVSDA club(s), and clubs which dance within the geographic area (as defined by the California Square Dance Council) of the SCVSDA, for which they call. Typographical emphasis shall be given to SCVSDA clubs
 8. A preliminary ballot including callers for SCVSDA clubs and callers for clubs that dance within the geographic area (as defined by the California Square Dance Council) of the SCVSDA will be presented to the SCVSDA Board of Directors and Delegates at their November meetings.
 9. Any member of the Jubilee Committee, the SCVSDA Board of Directors, or any Delegate may propose additions to this list until 30 days before the January SCVSDA Board and Delegates meetings. The minimum criterion for such additions is that the caller has called at least 10 dances within the geographic area of the SCVSDA during the calendar year prior the balloting.
 10. The Jubilee Chairman shall confirm or cause to be confirmed that nominated callers wish to be listed on the ballot, and shall identify and attempt to resolve any discrepancies regarding the names on the

preliminary ballot or proposed to be added to the ballot, bringing unresolved issues to the Board of Directors of the SCVSDA at their January meeting. The Board of Directors will resolve these issues, amend the list accordingly, and approve a final Top Ten ballot at this meeting.

11. The ballots will be prepared as soon as possible after this meeting, and distributed to Directors, who will arrange for balloting to take place at each of their assigned clubs. The balloting will be open up until the March SCVSDA Board meeting. A member of the Board of Directors of the SCVSDA or such substitute as it may appoint shall monitor the balloting at each club.
12. Each SCVSDA member may cast only one (1) ballot and shall vote for at least one (1) and not more than six (6) callers. A member must be present to vote. Proxy voting is not allowed. A list of people who have voted will be collected by the person monitoring each club's balloting, and turned in with the ballots. Monitors may visit clubs more than once within the balloting time period to allow those who have not yet voted to do so.
13. Ballots shall be counted by at least four (4) of the following: Jubilee Chairman, Assistant Jubilee Chairman, Program Chairman, Assistant Program Chairman, SCVSDA President, SCVSDA 1st or 2nd Vice President. All of the above positions shall be invited to the counting. At least two SCVSDA officers shall be in attendance at the counting. The attendance at the ballot counting is closed to others and the ballots will be safely retained until 60 days after the public announcement of the results.
14. The relative positions of callers within the Top Ten is not to be revealed. The winners shall be listed in alphabetical or other canonical ordering.

G. Carefully monitor the financial condition of the Committee's operation as the year progresses.

H. Collect all reports within one (1) month after the Jubilee with the exception of the financial report. Give the final report to the SCVSDA at the January meeting.

I. Verify the sounding requirements for ALL Jubilee functions, e.g. all Square Dance Halls, round dance Hall, Youth Hall, fashion Show, etc. Secure contract(s) for same.

J. Turn the Jubilee books over to the SCVSDA Board for Audit prior to the final report of the committee.

K. Verify Facilities bill for accuracy with Facilities Liaison prior to payment.

L. Verify payment of required facilities deposits rates and bills.

M. Obtain exhibition groups as necessary.

N. Procure badges and ribbons. Also design initial Jubilee flyer and present to the SCVSDA Board for approval for printing and distribution.

O. Distribute, or cause to be distributed, complimentary Jubilee ribbons, following the policies outlined below.

The following categories of people are eligible to receive up to two complimentary Jubilee ribbons for their own use and for use by one dance partner each:

1. All callers, cuers, or instructors who call, cue, or instruct regularly for clubs in the SCVSDA;

2. All callers listed on the Top Ten Ballot;
3. Jubilee Committee members (maximum of 40 ribbons to be distributed to this category);
4. Callers and Cuers on Jubilee staff;
5. SCVSDA Board members;
6. Current California Square Dance Council board members and affiliate representatives;
7. SCVSDA Past Presidents and Past Jubilee Chairmen;
8. Exhibition Groups;
9. Vendor identification ribbons (not good for dancing).

One or two ribbons to each person in one or more of the above categories shall be distributed, accompanied by a letter stating that the ribbons are for their personal use and encouraging them to wear the ribbons and promote the Jubilee.

Ribbons will be provided to affiliate festivals on a reciprocal basis.

2. ASSISTANT JUBILEE CHAIRMAN SHALL:

- A. Assume the duties of the Jubilee chairman in his/her absence or inability to perform.
- B. Arrange for new Committee outfits, Committee Banner, Travel Banner and 100% Club recognition. Outfits and travel banner must be ready by March 1 (see Appendix "B").
- C. Arrange dinner for the Top Ten Square dance Callers when appropriate.
- D. Assume special assignments as designated by the Jubilee chairman.
- E. Obtain the necessary badges for Committee and Top Ten Caller's badge or appropriate date bar.

3. SECRETARY SHALL:

- A. Maintain records of Jubilee committee operations.
- B. Record the minutes of all Jubilee Committee meetings.
- C. Mail copies of minutes to all Jubilee committee members' fourteen (14) days prior to the next meeting.
- D. Prepare correspondence as directed by the Jubilee chairman.

4. TREASURER SHALL:

- A. Be responsible for all monies and pay all bills by check in a timely manner. Keep as set of books in an acceptable manner.
- B. Meet the bonding requirements of the Standing Rules of the SCVSDA.
- C. Establish authorized bank signature cards for all Jubilee accounts by the January SCVSDA General Committee meeting.

D. Secure two (2) signatures on all checks: one from the Jubilee Treasurer or Assistant Jubilee Treasurer **AND** one from the Chairman or Assistant Chairman, or the SCVSDA President may sign in case of an emergency.

E. Any advance made to a Committee member requires Committee approval. **All bills and a full accounting of any advances must be submitted to the Jubilee Treasurer no later than October 20.**

F. No member of the committee may receive any remuneration or complimentary gratuities for personal services rendered to the Jubilee except as covered elsewhere in these guidelines.

G. Number all ribbons in prescribed manner and keep a record of ribbon numbers. Turn over all numbered ribbons to the Pre-Registration Chairman by the April Jubilee meeting.

H. Transfer all previous year's financial records to the SCVSDA Board.

I. Have a minimum of \$200.00 change on hand at the ticket booth for each session except Saturday night, which should have a least \$400.00. Arrange for safe overnight deposit of excess funds over and above the change requirement.

J. Verify Facilities bill for accuracy with Jubilee Chairman and Facilities Liaison prior to payment.

K. The remaining surplus, if any, shall be turned over to the SCVSDA at the January Board meeting. \$3,000.00 shall be left in the current account. A Jubilee shall close its books on December 15 of the year of that Jubilee. Attempts should be made to pay all bills and collect all revenues by that date. Revenues received and bills presented after that date will be presented to the SCVSDA for action.

5. ASSISTANT TREASURER SHALL:

A. Assume duties of the Jubilee Treasurer in his/her absence or inability to perform.

B. Maintain change funds per Jubilee Treasurer's instructions in Section 4 (above). Handle door registration receipts and ribbon reconciliation at the Jubilee.

C. Meet the bonding requirements of the Standing Rules of the SCVSDA.

D. Handle other duties as designated by the Treasurer.

6. PROGRAM CHAIRMAN SHALL:

A. Plan, schedule and coordinate the Jubilee programs. This program shall be approved by the Jubilee committee prior to the December SCVSDA Board Meeting and submitted to the SCVSDA Board for their approval by the December SCVSDA Board Meeting.

B. Program Chairman will schedule Master of Ceremony, Featured Callers/Teachers/Cuers, and SCVSDA Top Ten Square Dance Callers for appropriate sessions in the approved program.

C. Coordinate Call contracts for special programs through Caller Procurement with SCVSDA Board approval.

D. Schedule Featured Callers for equal time during each session Saturday and Sunday in accordance with the call contracts.

E. Schedule local Round Dance Teachers/Cuers for appropriate sessions in the program, not to exceed twelve (12) teachers/Cuers and their dancing partners.

F. This program is to include squares, rounds, youth and other programs as necessary.

G. Comply with BMI / ASCAP requirements.

7. PUBLICITY / PROGRAM BOOK CHAIRMAN SHALL:

A. Be responsible for all publicity for the Jubilee.

B. Have flyers and initial publicity ready for distribution by Squar-Rama, using traditional black and yellow colors and printed on 8 ½ x 11-inch size paper.

C. Obtain pictures and resumes of Featured Callers/Teachers/Cuers from Caller Procurement Liaison. Return same to Caller Procurement Liaison and when publicity materials have been completed.

D. Place ads and articles in Square dance and round dance publication. Send information to RV magazines, auto club publications, Chamber of Commerce, etc.

E. Establish any other advertising program as the Jubilee Committee deems necessary.

F. Obtain bids for all large volume printing other than the initial flyer, such as the Dance Program Book, Schedule, and follow-up flyers. Submit these bids to the Jubilee Committee for approval.

G. Request messages from the Jubilee chairman and SCVSDA President for inclusion in the Dance Program Book if needed.

H. Have Dance Program Book / Schedule proofread by the Jubilee chairman, Assistant Jubilee chairman, all Program Chairmen and the SCVSDA President.

I. Have Dance Program Book / Schedule ready for distribution by October 1 . Give ten (10) copies to the Historian.

J. Have Dance Program Book / Schedule on display at the Jubilee.

8. PRE-REGISTRATION CHAIRMAN SHALL:

A. Be responsible for all registration and reconciliation.

B. Turn over RV information to Wagon Master.

- C. Be responsible for distribution (with assistance from Jubilee Committee and SCVSDA Board of Directors) and reconciliation of all pre-registration.
- D. Receive all numbered ribbons from the Treasurer by the April Jubilee Committee meeting.
- E. Obtain current club information from SCVSDA Treasurer and Corresponding Secretary.
- F. Place ribbon order forms in SCVSDA Club's hands no later than July 1st.
- G. Follow-up to assure that all ribbon order forms, registration lists and monies are returned by the clubs at the September SCVSDA General Committee meeting, but no later than October 1st.
- H. Record all transactions and return all ribbons and/or monies to the Jubilee Treasurer as soon as possible.
- I. Determine which Club(s) have 100% pre-registration. (See Appendix "B".)

9. DOOR REGISTRATION CHAIRMAN SHALL:

- A. Be responsible for door registration.
- B. Coordinate pick-up of change funds with Jubilee Assistant treasurer to insure that change is at the door at proper times.
- C. Coordinate duties for the assistants working in the ticket booths at the door. The duties should be posted in the ticket booths and shall follow guidelines in the Door Registration binder.
- D. Make sure that affiliate guest books are available.

10. (Optional) FIRST AID CHAIRMAN (Qualified ONLY) SHALL:

- A. Set up first Aid Center and obtain necessary First Aid supplies. Make sure signs designating place of First Aid Center are posted to enable everyone to know where it is located.

11. VENDOR CHAIRMAN SHALL:

- A. Be responsible for all aspects of vendor area operation.
- B. Decide on booth size, location and number with approval of Committee. The price is to be set by the Committee. Secure leases for booths. Preference should be given to local and repeat vendors. Notify vendors as to fire proofing requirements for decorations.
- C. Request furniture and equipment requirements of all Committee members and coordinate usage. Provide list of materials needed to Facilities Liaison by the September Jubilee meeting.
- D. Be responsible for the opening and closing of all halls. Secure all facilities when not in use. Coordinate opening / closing times with Door Registration Chairman.
- E. Notify vendors of the times.

F. Procure security personnel if needed.

G. Keep halls in clean and orderly fashion

12. DECORATIONS CHAIRMAN SHALL:

A. Coordinate all Hall Decorations.

B. Assure that basic decorations conform to fire code and/or are fireproofed and certified as required. Cooperate with the Fire Marshall as to materials and methods.

C. Notify each Club as SCVSDA General Committee September meeting as to time and date of delivery of Club banners for hanging.

D. Display banners as follows:

1. FRONT OF HALL: Association President's Club Banner and Jubilee Chairman's Club Banner. Banners of SCVSDA, current Jubilee, State Council and 100% Clubs.. **NOTE:** Current 100% clubs are to be hung before past 100% Clubs. Order is to be determined by the Protocol Chairman. (See Appendix "B" for rules for 100% Clubs.)
2. Single's Banners and decorations are to be hung by 4:00 PM prior to the first session.

E. All banners and decorations are to be hung prior to the first session.

F. No banners or decorations are to be removed until after the last dance session.

13. HOSPITALITY CHAIRMAN SHALL:

A. Be responsible for preparation and operation of the Hospitality Room.

B. Provide refreshments as necessary for the special guests and Committee.

C. Keep room clean and orderly.

D. Request necessary furniture from Vendor Chairman/Facilities Liaison.

E. Limit use of Hospitality Room to authorized persons: Current Committee and SCVSDA Board of Directors, Past Jubilee Chairmen and SCVSDA Presidents and special VIP guests as invited by the Jubilee Chairman, SCVSDA President or Protocol Chairman. Automatic VIP guests will include Top Ten Callers, Featured Callers, Featured Round Dance Teachers/Cuers, current California State Council elected officers and the current State convention Chairman. Discretion and restraint should be used in the event of visitors who do not appear to be qualified

14. (Optional) BRUNCH AND FASHION SHOW CHAIRMAN SHALL:

A. Coordinate the Brunch and Fashion Show.

B. Commercial shops may participate in the Fashion show.

C. Secure other models from SCVSDA Clubs only. (Exceptions on models can be made by the Jubilee Chairman and SCVSDA President.) Provide description of model's attire to the Master of Ceremonies at least two weeks prior to the Fashion Show.

15. WAGON MASTER CHAIRMAN SHALL:

- A. Be responsible for all phases of recreational vehicle parking.
- B. Take care of all recreational registrations in cooperation with Pre-Registration Chairman as needed.
- C. Set up the recreational parking area, observing prudent spacing for emergency vehicle access.
- D. Transfer excess monies to Treasurer twice daily.
- E. String out Electrical Boxes and cords prior to the noon before the first session. Coordinate electrical requirements with Facilities Liaison.
- F. Cords and boxes will not be disconnected prior to the end of the last dance session.

16. ELECTRICIAN-AT-LARGE (IF REQUIRED) SHALL:

- A. Be an electrician by trade.
- B. Be responsible for inspecting and repairing electrical boxes and cords.
- C. Be available on grounds for the entire weekend.
- D. This position is not a committee chair and reports to the Wagon Master.

17. GOODWILL AMBASSADOR LIAISON (SCVSDA FIRST VICE PRESIDENT) SHALL:

- A. Promote the Jubilee.
- B. Distribute publicity materials at all dances attended.

18. FACILITIES LIAISON SHALL:

- A. Coordinate business affairs with the Facilities Provider.
- B. Secure for the following Jubilee by written confirmation by November 1st if possible.
- C. Coordinate meetings, material requests and future reservations.
- D. Confirm halls for Jubilee use.
- E. Verify Facilities bill for accuracy with Jubilee Chairman and Vendor Chairman prior to Payment.

19. JUBILEE CALLER/TEACHER/CUER PROCUREMENT LIAISON COMMITTEE SHALL:

- A. Be appointed by the SCVSDA President. This subcommittee of the Jubilee Committee shall consist of a Chairman, Square Dance Caller, Round Dance Caller and the SCVSDA President.
- B. Procure and contract Featured Callers/Teachers/Cuers for the Jubilee.
- C. Present to the SCVSDA Board at least two Callers for approval, as Featured Caller(s) each October a minimum of two years in advance. There is an "Preferred Jubilee Caller List" (see Appendix C): preference should be given to Callers on this list. **NOTE: both the SCVSDA President and Caller/Teacher/Cuer Procurement Chairman must sign All Caller contracts.**
- D. Present to the SCVSDA Board for approval at least three (3) Round Dance Teachers/Cuers as the Featured Round dance Teachers/Cuers, each October, a minimum of three years in advance. **NOTE: both the SCVSDA President and Caller/Teacher/Cuer Procurement Chairman must sign All Caller contracts.**
- E. Provide copies of all signed Caller/Teacher/Cuer contracts for the Caller/Teacher/Cuer Procurement Chairman's files, Jubilee chairman's files and the SCVSDA President's files.
- F. Coordinate contracts for Special Programs as requested by the Jubilee Chairman.
- G. Secure housing for Featured Callers/Teachers/Cuers.
- H. Obtain badges for Featured Callers/Teachers/Cuers.
- I. Comply with BMI / ASCAP requirements.

20. PROTOCOL CHAIRMAN SHALL:

- A. Be either a Past Jubilee chairman or a Past SCVSDA President.
- B. Be responsible for all matters of protocol and precedence.
- C. Arrange for honoring the colors in a dignified fashion, which shall include the National Anthem and/or the Pledge of Allegiance to the Flag.
- D. Arrange line-up for the Grand March and present the order to the Jubilee Committee.
- E. Verify that Banner placement is within the Guideline procedures. Be available to advise on all general protocol procedures.

21. JUBILEE COMMITTEE AFTER PARTY CHAIRMAN SHALL:

- A. Be responsible for the Jubilee After Party, which is to be held on the night of the first session only. The maximum budget shall be \$450. Food and refreshments shall be coordinated through the Facilities Liaison, if appropriate.

B. Limit the attendance to the current Jubilee Committee and SCVSDA Board of directors, Past Jubilee Chairmen and SCVSDA Presidents and special VIP guests as invited by the Jubilee Chairman, SCVSDA President or Protocol Chairman. Automatic VIP guests include the Top Ten Callers, Featured Callers, Featured Round Dance Teachers/Cuers, current California State Council elected officers and the current State Convention Chairman.

22. JUBILEE HISTORIAN LIAISON SHALL:

A. Keep a history of the SCVSDA and the current Jubilee to include taking pictures of all Jubilee Committee members and the SCVSDA Officers and directors.

B. Prepare a “Year Book” to include articles of history of the Jubilee Committee and to display this along with artifacts of previous Jubilee Committees and historical articles from the SCVSDA so as to provide a general display during the Jubilee

Historical Appendix A:

GUIDELINES FOR 100% CLUB ATTENDANCE AT THE JUBILEE

1. Membership is based upon the roster submitted when SCVSDA dues are paid in the year of the Jubilee is held plus any additions prior to that year’s Jubilee.
2. Each Club member must pre-register and purchase a ribbon for at least one session of the Jubilee, e.g. any Friday, Saturday or Sunday session.
3. Club members receiving complimentary ribbons (such as Jubilee committee members or members of the SCVSDA Board of Directors) are considered to have purchased a ribbon.
4. Club members who belong to multiple SCVSDA clubs shall be counted by each Club if they purchase a ribbon through any SCVSDA club to which they belong.
5. Clubs must inform the Pre-Registration Chairman of their 100% attendance by October 1st of the Jubilee year to be eligible for 100% club recognition. A current Club roster shall be submitted with the report.
6. Clubs may request that certain members be excluded from that count. Clubs wishing such an exclusion must provide a list of all people they wish excluded from the count along with the reason for exclusion for each member (for example, extended travel or ill health). A four-fifths (4/5) vote of the Jubilee Committee is required to grant such exclusion allowing for the awarding of a 100% Club Attendance ribbon if the requirements are then met.
7. Non-Association clubs may apply for a 100% Club Attendance ribbon. Such clubs must present documentation from their insurance carrier showing the number of members in their club along with a current club roster to the Pre-Registration Chairman by October 1st of the Jubilee year