

STANDING RULES OF THE S.C.V.S.D.A.

The Standing Rules of the SCVSDA shall be used to provide for the uniform application of the provisions of the SCVSDA Bylaws and to help promote the efficient operation of the SCVSDA. Standing Rules may be initiated, amended or deleted by a two-thirds (2/3) affirmative vote at any regular or special meeting at which a quorum is present or by a majority vote, of those present and voting, if the matter has been submitted at the previous meeting or if thirty (30) days written notice has been given.

Section 1 - OPERATION AND AMENDMENT

- a. Other than the Articles of Incorporation, these Bylaws and accompanying Standing Rules and are the only governing rules of operation of the Santa Clara Valley Square Dancers Association, Incorporated, and from date of acceptance supersedes all previous Bylaws and Standing Rules.
- b. Amending of the Standing Rules.

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Standing Rules may be initiated, amended, or deleted by a two-thirds (2/3) affirmative vote of those present and voting, at any regular or special meeting at which a quorum is present or by a majority vote of those present and voting, if the matter has been submitted at the previous meeting or it thirty days written notice has been given.

Section 2 - STANDING RULES

- a. The SCVSDA shall not sponsor any benefit dances.
- b. There shall be a special installation of incoming Officers and Installation Dance during the month of November. Plans shall be made by a special committee and this shall be called an "Inaugural Ball".
- c. The President, prior to SCVSDA meetings, shall furnish a printed agenda of the order of business and business to be brought before said meeting.
- d. No member shall be eligible for election for the position of SCVSDA President, First Vice-President, Second Vice-President without having previously served as a member of the Board of Directors.
- e. The President shall appoint a Parliamentarian to be present at each meeting of the Board of Directors and General Committee. The Parliamentarian shall not be a Member of the Board of Directors or a Delegate to the General Committee. Parliamentarian shall be announced at the beginning of each meeting.

- f. Fifth Saturday Whing Dings that fall on New Years Eve will not be sponsored by the SCVSDA.
- g. This Fifth Saturday shall be open to any club that wishes to sponsor a dance that evening.
- h. Membership lists are confidential information and shall NOT be released for use outside of SCVSDA business.
- i. No Club announcements will be made at SCVSDA functions except as noted below. Fliers may be displayed advertising Club dances. The Second Vice-President or a representative of the SCVSDA may make announcements at Whing Dings for Association functions that will take place before the next Whing Ding.
- j. In case of death of a Board of Directors member or Past President or spouse of same, or a Caller of a SCVSDA Club or spouse, an appropriate memorial may be purchased by SCVSDA not to exceed the amount listed in Appendix A.
- k. SCVSDA members may earn a "100% Club Visitation" award by, within a one-year time period, visiting and dancing with each SCVSDA club that offers a regular dance schedule, at one of their regular dances. These visits are to be documented in writing, signed by the club caller or a club officer. Such members also need to attend at least one SCVSDA Whing Ding and visit at least one SCVSDA General Committee Meeting. These visits are to be documented in writing, signed by an SCVSDA Board member. Hoedowns and 5th night multi-club parties are not considered regular dances for this purpose.

Dancers completing 100% club visitation within one year will receive a certificate of completion and will have their names engraved on hangers to be added to the SCVSDA "badge board" which is displayed at each Jubilee and at various other festivals around the state.

- l. Rules for the "Buckskin":
 - 1) Each "Buckskin" will be numbered and dated.
 - 2) At any place where the "Buckskin" is displayed, which shall include all Whing Dings though not the other Association dances, any Association Club with sixteen (16) dancers and a caller, or 100% of their club and a caller will be qualified to take the "Buckskin". If more than one club qualifies, a winner will be drawn at random from the qualifying clubs.
 - 3) The "Buckskin" must be displayed at all Club dances.
 - 4) When the "Buckskin" is full, the Club with its name on it the most times will keep the "Buckskin". It will, however, be up to the Board of Directors to determine when the "Buckskin" is full and what Club will retain it. The Club will be given a new

"Buckskin" to start all over. The Club which holds the "Buckskin" may display it beside its Banner at the Jubilee and all Whing Dings.

- 5) Each time a Club has the "Buckskin," it must burn its Club brand or name and date on the "Buckskin".
- 6) The brand or name must not be larger than three (3) inches square.
- 7) It will be up to each Club to notify its Dance Director when they have the "Buckskin".
- 8) Only Association member Clubs will be allowed to take the "Buckskin" according to the above rules.
- 9) A Club can hold the "Buckskin" for 30 days, unless a different Club than it was originally taken from gets it in between. All Clubs must wait 30 days before reclaiming the "Buckskin" unless the "Buckskin" has been passed to at least two clubs.
- 10) The location of the "Buckskin" will be announced in the "Good and Order" portion of each General Association meeting.

m. Singles and Teens:

- 1) All functions sponsored by SCVSDA (Whing Dings, Jubilee, etc.) shall show the suggested donation for singles and teens as well as couples.
- 2) Singles should have a well-marked, centrally located area at hoe-downs where they may meet to find dancing partners.

n. The President(s) of SCVSDA or their representative(s) shall receive no more than the amount listed in Appendix A for expense of transportation and lodging for each State Council Meeting attended.

o. Electrical Distribution Boxes

- 1) SCVSDA's electrical distribution boxes may be used by the Jubilee without charge. Any other recognized Square Dance Association or Convention may rent these boxes at a cost as listed in Appendix A or as determined by the SCVSDA Board of Directors on a per use basis.
- 2) The primary power hook-up to the electrical distribution system shall be by a qualified electrician. The installation at a Festival shall be inspected by a qualified member of the SCVSDA. The cost of the inspection and hook-up shall be the responsibility of the organization using the boxes.
- 3) A deposit as listed in Appendix A shall be made for safeguarding the RV Electrical Distribution Boxes which shall be returned if

the boxes and cables are in good working condition. The transportation to and from SCVSDA's storage site to the use site shall be the responsibility of the using organization.

- p. The SCVSDA Treasurer shall be bonded no later than November 1 (at the beginning of their term and lasting till November 15th of the following year). The amount of the bond shall be no less than Ten Thousand dollars (\$10,000).
- q. The Jubilee Treasurer shall be bonded while serving. The amount of the bond shall be no less than Ten Thousand dollars (\$10,000).
- r. Minutes of the Board of Directors
The Corresponding Secretary shall transmit the minutes of meetings of the Board of Directors of the SCVSDA to the members of the Board as well as to each Member Club.
- s. An Annual Audit of the Association's books shall be performed after October 31, the close of the Fiscal Year. The Audit Report shall include a Balance Sheet showing a gain or loss for the year and be included with the minutes the month it is presented to the Association. The Board of Directors or an Association member may do the audit.

The Audit committee shall determine if Income Tax returns need to be filed. If they should, the Audit committee shall ensure their timely filing.

Currently (as of November 17, 2002) no Income Tax Returns need be filed with the IRS or California Franchise Tax Board if the Fiscal Year Association and Jubilee combined gross receipts are under \$25,000 and interest earned from all accounts is under \$1,000. If gross receipts are more than \$25,000, IRS Form 990-EZ and CA Form 199 should be filed within 5 months after October 31, the end of the Fiscal Year. If interest earned exceeds \$1,000, IRS Form 990-T and CA Form 109 should be filed showing the interest as Unrelated Business Taxable Income. SOURCE: Forms IRS 990-EZ, IRS 990-T, CA 109, CA 199 for Exempt Organizations

- t. Member clubs of the SCVSDA must pay dues totaling at least \$8.00.

Standing Rules: Appendix A (Dollar amounts)

1. In case of death of a Board of Directors member or Past President or spouse or dancing partner of same, or a caller of a SCVSDA Club or spouse or dancing partner, an appropriate memorial may be purchased by SCVSDA not to exceed \$125.00.
2. The President(s) of SCVSDA and 1st V.P. or representative shall receive \$200.00 each (\$400.00 total) for expense of transportation, meals, and lodging for each State Council Meeting attended.
3. Any other recognized Square Dance Association or Convention may rent these boxes at a cost of \$1.25 per vehicle per night.
4. A deposit of \$700.00 shall be made for safeguarding the RV Electrical Distribution Boxes which shall be returned if the boxes and cables are in good working condition.
5. A full price subscription to the minutes of the SCVSDA shall cost \$8.00 per year.