

STANDING RULES
OF
COWTOWN SINGLES
(A SINGLE AND COUPLES SQUARE DANCE CLUB)

LOCATION

COWTOWN SQUARE DANCE CENTER

15950 VAN BUREN BLVD.

RIVERSIDE, CALIFORNIA

92504

(THIS DOCUMENT WAS ADOPTED ON JUNE 8, 2009)

INDEX

ARTICLE 1

Definitions

ARTICLE 2

Membership

ARTICLE 3

MEETINGS and CLUB DANCES

ARTICLE 4

OFFICERS

ARTICLE 5

OFFICERS DUTIES

ARTICLE 6

COMMITTEES

ARTICLE 7

CLASS

ARTICLE 8

ASSETS and DONATIONS

ARTICLE 9

MISCELLANEOUS PROVISIONS

ARTICLE 10

BY-LAWS

ARTICLE 11

STANDING RULES

ARTICLE 12

INDEMNIFICATION OF OFFICERS

ATTACHMENTS

ARTICLE 1

Definitions

- 1. All definitions in Article 9, Section (1) of the Cowtown Singles (Square Dance Club) By-laws shall apply. Additions to those definitions as approved by the voting members at a business meeting shall be included in the Standing Rules.**
- 2. The name "Cowtown Singles" will be represented by the word "the Club" for the rest of this document.**
- 3. "Standing Rules" means the Standing Rules of the Club, which are supplemental to but DO NOT supersede the By-Laws.**
- 4. A complete separate listing of Standing Rules is necessary, in addition to appearing in the minutes, for the convenience of officers, committee chairs and other members. It aids conduct of the business by providing a ready reference when policies or procedures of the CLUB are being questioned.**

ARTICLE 2

Membership

- 5. Annual club dues shall be \$15.00 per active, youth and non-dancers for Club membership. Club voted honorary members pay no annual dues. Dues are payable before January 1.**
- 6. Dismissing a member for cause, (such as physical abuse of another Club member, alcoholic beverages or illegal substances use at a Club function, theft of Club or personal property, excessive body odor or lack of personal hygiene, physical limitation of body i.e., dementia, etc.). The Club membership can bring the offender name before a business meeting for a vote of dismissal. If a person is dismissed for cause a committee of three (president and/or an appointed designee(s, a member of the membership committee) will meet with the member to inform the dismissed member of the Club decision.**

Badges

- 7. Cowtown Singles badges with the wording "COWTOWN SINGLES" may be purchased through the Treasurer. Swingers with xxxx partner can also be ordered from the Treasurer.**
- 8. The club will furnish swinger badges for officers and chairpersons and past presidents.**
- 9. -**
- 10. -**

QUALIFICATION OF NEW MEMBERSHIP

- 11. Read and agree to abide by the Bylaws and Standing Rules.**
- 12. When the above qualifications are met, applicants' names are to be published in the News letter and circulated to the Club. Any objection to an applicant will be made public to a Club Officer or the membership chairperson within 10 days of being published.**
- 13. Non dancing applicants may contact the membership chairperson, or presiding officer to apply for a non dancing membership.**
- 14. –**
- 15. –**

ARTICLE 3

MEETINGS and CLUB DANCES

- 16. Special Dances information shall be printed on fliers for distribution, in advance of the dance and advertised in the News Letter and/or e-mail mailing notification.**
- 17. A schedule of dances, with callers' names, where they are from, and the dance themes, shall be available for January publicity each year also published on the Cowtown Singles Web site. <http://www.cowtown-singles-square-dance.org>**
- 18. Presented and failed (Advertisements for club and class dances shall be listed in the Cow Counties Yellow Book and other publications).**
- 19. The following business meeting day, time and place will be voted on during the previous business meeting. Meeting day, time and place will be listed in the News letter and e-mail mailing before the meeting is held.**
- 20. A reminder of membership renewal shall be published in the Cowtown Singles Newsletter from August through December. An e-mail reminder is also sent to all members with a listed e-mail.**
- 21. Alcoholic beverages & illegal substances are forbidden at all dances, classes, at all formal square dance activities.**
- 22. All members and guest shall exhibit orderly and appropriate conduct at all functions.**

- 23. In case of a disturbance it shall be the responsibility of the Presiding Officer or appointee to take charge and see that the police are contacted if needed.**
- 24. In case of an accident at any club dance or club sponsored activity, it is the responsibility of the Presiding Officer or appointee to call for medical help if needed, and appropriate insurance forms are to be completed and filed.**
- 25. Club dress style and colors will be determined by simple majority of members present at a business meeting. A club dress committee appointed by the clubs' president will seek out and procure a dress sample(s), material to present to a business meeting for consideration as the clubs dress**
- 26. Club colors will be determined by a simple vote at a business meeting.**
- 27. -**
- 28. -**

ARTICLE 4

OFFICERS

- 29. To be elected to the Office of President, Vice President, Secretary, & Treasurer the candidates would need to have previously been an active member with the CLUB for 6 months or longer.**
- 30. One or more may be elected to each of the officer's positions.**
- 31. Club Officers, Non-dancer, and Club voted honorary members may attend regular Club dances free of charge.**
- 32. -**
- 33. -**

ARTICLE 5

OFFICERS DUTIES

A. PRESIDENT:

- 34. The President duties and responsibilities shall include:
 - a. presides over Club dances.**
 - b. introduces the caller and cuer.**
 - c. makes sure the hall is left clean.**
 - d. makes sure that the Club cabinets, locker and the Hall door are secured and locked.****
- 35. The President will handle the mail, arrange place for the monthly business meeting and write article for the club newsletter.**
- 36. The President will handle calls from clubs who are going to visit and notify the newsletter editor and phone chairperson as needed for the extra people coming.**

- 37. With the consent of the general business meeting, the President shall appoint all Committees, fill vacancies and make such other appointments as authorized by the Bylaws and these Standing Rules.**
- 38. The President shall be an ex-officio member of all Committees, except the Nominating Committee.**
- 39. The President shall sign official club records and documents as needed.**
- 40. To act as a liaison between the Club, caller, cuer and Cow Town Board.**
- 41. Shall direct an audit of Club financial records as deems necessary over and above the even numbered years audit.**
- 42. -**
- 43. -**

B. The VICE PRESIDENT duties and responsibilities shall include:

44. DURING CLASS SUPPORT DUTIES:

- a. Come one hour early on class night and start the coffee, etc. and set up the tables and chairs. In general get ready for the class.**
- b. Clean up at the end of the night and makes sure that the Club cabinets, locker and the Hall door are secured and locked.**
- c. Balance the squares with angels and class as needed.**
- d. Act as a liaison between the club and class instructor.**
- e. Coordination of single rotation list and the refreshment sign up list.**
- f. Coordinate all the above activities with other sponsoring club.**

45. OUTSIDE CLASS SUPPORT DUTIES:

- a. Handle class advertisement and exhibitions.**
- b. Arrange for the monthly class level dances.**
- c. Plan class graduation.**
- d. Coordinate all the above activities with all clubs involved.**

46. -

47. -

C. The SECRETARY duties and responsibilities shall include:

- 48. Shall record the attendance of Officers and Club members and of any guest at all business meetings.**
- 49. Shall publish and distribute minutes of all Club business meetings.**
- 50. Shall conduct and supervise all correspondence of the Club.**
- 51. Will be the custodian of the OFFICIAL COPIES OF BY-LAWS and STANDING RULES of the club. The Secretary shall affix his/her signature to all official minutes, records and documents.**
- 52. -**
- 53. -**

D. The TREASURER duties and responsibilities shall include:

54. Shall maintain all funds in an interest bearing checking account, if at all possible. The bank selected shall have the approval of a membership vote taken during a business meeting.
55. Shall disburse funds. All disbursements are to be substantiated by written documents such as invoices, receipts, or vouchers, when available. Check request must be signed by the requester.
56. All checks require two signatures, signers include the treasure and two other Club members that has been assigned by the President and approved by the membership at a business meeting.
57. Any emergency expenditure shall be limited to \$50.00 each, and non-emergency special expenditures must be pre-approved by a simple majority vote of the membership present at a business meeting.
58. The club Treasurer shall carry a reasonable sum of money (approximately \$125.00) in the club cash box for dances.
59. With the approval of the membership at a business meeting. The treasurer may request an assistant to help with the duties when the Treasurer is not able to attend a function of the CLUB.
60. -
61. -

ARTICLE 6

CHAIRPERSONS and COMMITTEES

The Club's president is a de-facto member (with full voting and voice) of every committee except the nominations Committee

SECTION 1 MEMBERSHIP

Functions of the Membership Committee:

62. Keep and maintain a current Club membership list (containing current address, e-mail, birthdates and anniversary dates, phone numbers, how long a Club member).
63. Collect the annual Club membership dues.
64. Fills out the insurance forms, acquire a check from the treasurer for the amount owed. Send to the appropriate authority.
65. -
66. -

SECTION 2 NEWS EDITORS

Functions of the News Editor:

67. The present and past Newsletter can be viewed, and a copy can be printed from the Cowtown Singles web site. <http://www.cowtown-singles-square-dance.org>. The current News Letter will be available at a Club dance or mailed if requested.

68. Gather articles and information from Club officers and chairpersons by the 20th of each month.
69. As needed take photos, and/or use photos furnished to add some highlights to the new letter.
70. Furnish by e-mail a copy of the newsletter and calendar to the web committee.
71. Prepare the newsletter/ calendar for distributions.
72. Present a bill to the treasurer for newsletter/calendar expenses.
73. Make a monthly birthday flyers for posting at Cowtown.
74. Make mailing labels from the Club memberships.

SECTION 3 DUTY SERVICE COORDINATOR

Functions of the Duty Service Coordinator:

75. Come one hour early on Club dance night and start coffee, etc. and set up tables and chairs, in general get the hall ready for the dance. Clean up the hall at the end of the night and lock up.
76. If unable to be at Cowtown dance center should try and find someone to take their place.
77. Decorate the Square Dance Hall when Cowtown Singles time come up to do so.

SECTION 4 COW COUNTIES HOEDOWN ASSOCIATION (CCHA)

Functions of the CCHA Representative:

78. Represent the Club at all CCHA general meeting.
79. Report to the Club about all CCHA activities.
80. -
81. -

SECTION 5 VISITATION COORDINATOR

Functions of the visitation coordinator:

82. Make list of clubs to visit and present at the monthly business meeting to decide the next month visitation.
83. Let the club we are visiting know that we plan to visit.
84. Represent our club at all visitations and take flyers. Make list of our members there to be listed in the next month newsletter article.
85. Write monthly article for the newsletter. Keep track of banners that we have of other clubs and who has our banners.
86. Keeper of the records for accumulative visitation banners.

SECTION 6 SOCIAL AND OUTSIDE ACTIVITIES COORDINATOR

Functions of the outside activities Coordinator:

- 87. Present to the Club non-square dance activities such as ball games, bunco parties, monthly birthday parties, etc.**
- 88. Mystery Bus Trips.**
- 89. Responsibilities of the duty include: tickets, sign-up sheets, reservation, etc.**
- 90. –**

SECTION 7 CLUB HISTORIAN
Functions of the Club's Historian:

Preserves the Past and Present for the Future

- 91. The club historian is the custodian of the club's past, gathering and recording the present to preserve it for the future. The historian maintains a club scrapbook to document important events in the life of its members. The scrapbook provides a look into the past and illustrates the growth and accomplishments achieved in the club work. Adding names, dates and short descriptions to scrapbook entries helps future members know what took place during Club year.**

SECTION 8 INTERCLUB COMMUNICATION COMMITTEE
Functions of the Committee:

- 92. Inform the Club membership by phone or by e-mail of immediate upcoming activities and news.**
- 93. –**
- 94. -**

SECTION 9 PUBLICITY

Functions of the Publicity Chairman:

- 95. Make flyers for all Club events.**
- 96. Maintain the rack at Cowtown Dance center, and make sure information about all club current and planned events are posted there.**
- 97. Place club general and special dance advertisement in CCHA yellow book, blue book and other square dance publications.**
- 98. Mail the Yearly dances (include caller, cuer, theme) to the CCHA Newsletter editor, to the Clubs newsletter editor, as soon as available.**

SECTION 10 CALLER / CUER SELECTION

Functions of the Caller/Cuer Selection Committee:

- 99. Make arrangement with callers for scheduled Club dances, negotiate contract with callers, keep track of contracts.**
 - a. Send reminders to the callers about the dance approximately two week in advance.**
 - b. Callers should be scheduled at least six months in advance for publishing reasons.**
- 100. The club shall provide a round dance cuer at all regular dances.**

SECTION 11

WEB MASTER AND WEB ADVISOR

Functions of the Webmaster and/or web advisor;

- 101. Update and maintain the Cowtown Singles web pages (www.cowtown-singles-square-dance.org).**
- 102. Ensure that the Club's information is correct and current on the Web site.**
- 103. Coordinate with other Square Dance related web masters for current links.**

SECTION 12

PARLAMENTARIAN

Functions of the Clubs Parliamentarian:

- 104. Report to the President.**
- 105. Attend and assume the role of Parliamentarian during the meeting.**
- 106. Sit in the designated area for visual access to the President.**
- 107. Function in the role of the Parliamentarian as a non-interventionist, and assist and support the President in maintaining order and adhering to time schedules as approved by the Board or membership.**
- 108. Be available to confer with the President as needed.**
- 109. Be available to meet with the Board at meetings whenever needed, as assigned by the President.**
- 110. Be available to the membership during normal conference hours or after meetings to answer questions about the role and function of the parliamentarian and parliamentarian procedure.**
- 111. Be available to work on other tasks as specified by the President.**
- 112. Assist with the coordination of motions and resolutions as requested.**
- 113. Assist with the election and voting procedures.**
- 114. Other services as determined necessary by the President.**

SECTION 13

AUDIT COMMITTEE

Functions of the Audit Committee:

- 115. The purpose is to examine the Club financial records for completeness and accuracy.**
- 116. The Audit Committee shall consist of at least three members of the Club membership, one of whom shall be designated as chairperson, (The Club treasurer can not be a member of this committee). Members of the Audit Committee shall be appointed by the President**
- 117. If possible at least one member of the Audit Committee should have accounting or related financial training or prior expertise in accounting or bookkeeping (such as bankers, retired or active CPA's, corporate officers, etc.)**
- 118. A written and verbal audit report should be presented to the Club membership at a business meeting.**

SECTION 13

MISCELLANEOUS COMMITTEES

Functions of Miscellaneous Committees:

- 119. –**

- 120. –
- 121. –
- 122. –
- 123. -

ARTICLE 7

CLASS

- 124. The New Class is open for three weeks.**
- 125. Class donation fees will be \$5.00 per student (angels \$2.00) for each class session attended. The 2nd class attended is free for student.**
- 126. Angels must be graduates of a square dance class (Including Plus level), and should be a paid up member of a square dance club.**
- 127. –
- 128. -

ARTICLE 8

ASSETS and DONATIONS

- 129. There will be a donation of \$6.00 collected from each dancing person at club dances. This figure may be changed by a 2/3 majority vote of the membership present at a business meeting. Admission to the dance can also be by a pass given during a previous dance.**
- 130. For special dances the donation requested may be increased, subject to a simple majority vote at a business meeting of the club, and with sufficient posted notice at the entrance for the dancing person.**

ARTICLE 9

MISCELLANEOUS PROVISIONS

- 131. The President, the Secretary, or an appointee of the President shall make arrangements, applications and work out details of contracts for the Cowtown Square Dance Hall facilities as needed each year, these plans are to be presented at a business meeting and approved by a simple majority vote of the membership present at the meeting.**
- 132. Cowtown Singles Banners will be awarded to visiting clubs attending a regular dance with two or more squares present. At the discretion of the President the above could be modified for special circumstances.**
- 133. A first time visiting guest(s) from out of the Club area at a club dance may be presented with a Cowtown Singles token (i.e. guest pin).**
- 134. –

135. -

ARTICLE 10

BY-LAWS

- 136. Each new club member shall be provided with a current copy of the Club Bylaws and Standing Rules by the Club Membership Chairperson.**
- 137. The current approved copies of both the Bylaws and Standing Rules will be present on CowTown Singles Web site. <http://www.cowtown-singles-square-dance.org>**
- 138. By-Laws should be reviewed by a by-law/standing rule committee for completeness every two years and rewritten every 10 years to reflect the current language of the day and what the will and desires of the Club are.**

ARTICLE 11

STANDING RULES

- 139. These Standing Rules may be amended by a simple majority vote of the members attending at any business meeting.**

140. -

141. -

ARTICLE 12

INDEMNIFICATION OF OFFICERS

Attachment 1

Copy of Cowtown Singles Official badge

Attachment 2

Picture of Cowtown Singles Official outfit

Attachment 3

Picture of Cowtown Singles visitation Banner

Attachment 4

Picture of Cowtown Singles Guest pin

Attachment 5

Copy of Cowtown Singles Dance pass

Attachment 6

Copy of Dance Hall Insurance Certificate

Attachment 7

Copy of Contract between Cowtown Singles and Cowtown Dance center

Attachment 8

Sample Contract between Caller and Cowtown Singles

Attachment 9

Sample Contract between Cuer and Cowtown Singles

Attachment 10

Sample of Accident report form

Attachment 11

Inventory of Cowtown Singles owned equipment