

POLICIES AND PROCEDURES

BOWS AND BEAUS SQUARE DANCE CLUB

This manual of Policies and Procedures is meant to streamline the day to day operations of Bows and Beaus Square Dance Club (the Club). It is meant to advance the purpose of the Club, not to create obstacles. As such, this manual shall be liberally construed to effectuate its purpose.

1 Membership

- A) A prospective member shall submit application on a current membership form, along with a check or cash for the deposit amount specified on the form. The prospective member shall demonstrate his/her ability to dance at the Plus level by obtaining signatures of Board members as specified on the form. The deposit shall be returned if the applicant is not accepted for membership.
- B) The Executive Board may act on the application at the next Board meeting, or to expedite matters, may act upon the application by contacting Board members by email and/or in person.
- C) The membership shall be effective as of the first of the month. The Board shall have the discretion in deciding whether to make the membership effective as of the first of the month in which the approval was granted or the first of the next month.
- D) All promoted members of a Club-sponsored class, who apply by the end of the calendar year in which they were promoted, shall not be required to demonstrate their ability to dance at the Plus level.

2 Dues, Attendance and Behavior

- A) Dues payment -- Dues are payable monthly at the first Club dance night. If not paid by the end of the month, dues are delinquent. If dues remain unpaid at the end of a second month, the member may be dropped from the Club.
- B) Attendance – Regular attendance is expected of all members.
- C) Behavior -- A member appearing at Club or other square dance functions under influence of alcohol or drugs or engaging in violent or disruptive behavior or not conforming to normal standards of square dance etiquette, shall be warned by the President or other officer designated by the Executive Board. If the member repeats such behavior, he or she shall be considered for dismissal.

3 Leave of Absence

- A) A leave of absence will be granted by the Membership Chairperson upon submission of a written request to him/her stating the reason and duration of the leave requested. Leaves will be for a minimum of two months and a maximum of six months. A leave shall start on the first of the month and end on the last day of the month.

- B) Members on leave are exempt from payment of Club dues and SCVSDA fees during the leave period. The Club will bear the cost of SCVSDA fee.
- C) A member on leave will be charged as a guest, in case the member arrives at the club during the leave period for the purpose of dancing.
- D) A member of the Executive Board or a Committee Chair may also be granted a leave of absence, provided the member is still able to fulfill his/her obligations.
- E) No member shall be granted a leave of absence more than once in a twelve month period.

4 Finance

- A) Club checks more than \$100 will be signed by any two of the following officers: Treasurer, President or Vice-President. Checks \$100 or less may be signed by the Treasurer alone, provided that the Executive Board does not object.
- B) The Executive Board may rescind at any time the power of the treasurer alone to sign checks \$100 or less.
- C) The Executive Board shall determine whether the Bows and Beaus class should have its own finances, separate from the Club. This account will be under the direction of the Vice-President. The amount in this account shall be determined by bank fees and minimum required balance. Any money remaining in the class account at the end of a class year, over and above the minimum required, shall be transferred to the Club account.
- D) The Board may require an annual audit of the Club and/or the class account by the Club Treasurer, Club President or any other Board member. The audit shall preferably be conducted in the first quarter of the calendar year.
- E) Budget for Club activities such as Ice Cream Fling Thing, annual picnic etc. must be approved in advance.

5 Honorary members

A member may be selected and voted in as an honorary member by the Executive Board based on the following guidelines.

- a) A continuous member of the Club for 15 years or more.
- b) Served as an Executive Board officer and/or a Committee Chair for a total of ten years.
- c) Assisted with Club classes and Club/Class hoedowns.
- d) Involved and participated at the SCVSDA level.
- e) Provided service to the Club above and beyond the 'call of duty'.
- f) No longer dancing with the Club due to either physical limitations or no longer residing in the Bay Area
- g) If a current lifetime member is no longer dancing with the Club due to reasons listed in f) above, the member may be made an honorary member.

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