

# Tualatin Valley Council Practices & Procedures

Revised: 05-05-2010

## **1. INTRODUCTION**

This document outlines the normal practices & procedures of the Tualatin Valley Council of Square Dance Clubs (TVC), one of the councils of the Oregon Federation of Square and Round Dance Clubs (the Federation). This document is intended to be a guideline to describe how things are usually done, not necessarily how things **MUST** be done.

The TVC's parliamentary authority, unless otherwise specified, shall be Robert's Rules of Order, Newly Revised, 10th Edition.

## **2. MEMBERS**

The members of the TVC are square, round or contra dance clubs, clogging clubs, or caller/cuer organizations. All members of the TVC, as well as the council itself, must meet the membership requirements of the Federation.

## **3. MEETINGS**

The TVC meets on the 4th Monday of every month, except for December. In lieu of a December meeting, the TVC participates with the Portland Area Council (PAC) and the Evergreen Council of Washington in a joint holiday dinner. Sponsorship of this holiday dinner rotates between the councils. TVC has 2003, 2006, 2009.

Regular TVC meetings are held at the Pizza Caboose restaurant, 3276 NW 185<sup>th</sup> Ave, 503-645-4486. The meeting starts at 7:30 PM; officers, delegates and guests are invited to arrive at 6:30 for food and fellowship. Pizza Caboose needs at least 24 hours notice if a meeting is canceled.

The January meeting is traditionally a "President's Potluck." A potluck supper is held at 6:30, with the meeting at 7:30. All past presidents of the TVC, and all current club presidents and vice-presidents are invited to join us at the President's Potluck and see how the TVC conducts business. It is at this meeting where the President gives the TVC Recognition Award.

All TVC board meetings are open to any square dancer. Guests are asked to sign the register, so that we have a record of your attendance. Guests may not vote, but are

welcome to speak on any topic, at the discretion of the chairman.

TVC meetings are nominally conducted according to Robert's Rules of Order Newly Revised, 10th Edition. TVC meetings are relatively informal, and enforcement of Robert's Rules is light.

The meetings agendas are set by the President, but will usually consist of:

- Call to order
- Correction and/or acceptance of minutes
- Officer reports
- Standing committee reports
- Special committee reports
- Old business
- New business
- Delegate reports
- Good of the order announcements
- Adjournment

In addition, several "visiting dignitaries" are given a courtesy position on the agenda, if they are present at the meeting. This includes the OFN Editor, a Delegate from the PAC, and a Delegate from Evergreen Council.

#### **4. VOTING**

The elected officers (president, vice-president, secretary, treasurer, state delegate, alternate state delegate, past president) and the club delegates are the only attendees who are permitted to make motions, vote on motions, and vote in elections. Each club is permitted two delegates, and thus two votes. If a club has a delegate couple and an alternate delegate couple, each COUPLE is permitted one vote. A husband and wife are NOT permitted two votes, unless both individuals have specifically been named delegates. Substitute delegates are only permitted with the written permission of the club president.

The parliamentarian is responsible for enforcing the above limitation. This is often overlooked, because TVC meetings are so informal, and because few issues engender less than unanimous support. When any issue is closely divided, a roll call vote may be the best way to ensure that all votes are legitimate.

As described in Robert's Rules of Order, the President, as chairman, is expected to abstain from voting on motions, unless his vote will alter the result by making or breaking a tie. The President is expected to vote in secret ballots, including the election of officers.

## **5. ELECTIONS**

A nominating committee should be appointed by the current President in October or November. The Past President chairs the nominating committee. Officer nominations should be solicited verbally at the January meeting, and again at the February meeting. Nominations should be closed just before the elections are held, at the March meeting. Elections are conducted by paper ballot. The candidate receiving the plurality of the votes cast is the winner. In the case that there is no more than one candidate for each position, a motion may be made to have the Secretary cast a unanimous ballot on behalf of the body. The President is permitted to vote in this issue.

Again, the parliamentarian needs to help ensure that only legitimate votes are cast.

## **6. OFFICER DUTIES**

### **President**

The President is expected to:

- Set the agenda for TVC meetings
- Chair TVC meetings
- Act as host at TVC dances
- Appoint a nomination committee in October or November

### **Vice-President**

The Vice-President is expected to:

- Chair TVC meetings in case the President is unable to attend
- Host TVC dances in case the President is unable to attend
- Make arrangements for TVC dances, including location, caller, cuer, and hosts
- Make arrangements for locations for TVC meetings
- Procure supplies for TVC events
- Prepare TVC directory

### **Secretary**

The Secretary is expected to:

- Take minutes at each TVC meeting
- Type those minutes into a word processor
- Distribute the minutes via e-mail where possible, and in print where not possible:
  - To TVC officers and club delegates
  - To President, 1st Vice President, and 2nd Vice President of the Oregon Federation of Square and Round Dance Clubs
- Prepare and mail communication and general correspondence

- Maintain mailing list of addresses and email addresses as new year starts in June
- Prepare flyer of lessons for all TVC clubs for July 4 parade; 1,000 half-page flyers is sufficient

## **Treasurer**

The Treasurer is expected to:

- Pay the obligations of the TVC
- Manage the assets of the TVC responsibly
- Advise the council on the best ways to manage those assets
- Help the incoming president establish an annual budget
- Report at each meeting on the financial situation of the council
- Handle cash at TVC dances, or arrange for a substitute
- Collect payments for advertising in TVC directory
- Create contracts for callers, cuers and locations for TVC events
- Obtain and retain signed contracts for callers, cuers and locations for TVC events

## **Area Delegate**

The Area Delegate is expected to:

- Report on the goings on at Federation meetings
- Bring issues of importance to TVC meetings and ask for a vote, when necessary
- Give a summary of TVC activities at Federation meetings
- Distribute the membership paperwork and insurance paperwork
- Assist the delegates in filling out that paperwork

The term of office of the Area Delegate coincides with the terms of office of the Oregon Federation, not the TVC.

## **Alternate Area Delegate**

The Alternate Area Delegate is expected to

- Fill in for the State Delegate, in the event that the State Delegate cannot attend a Federation meeting
- Attend meetings of the Portland Area Council and bring items of information back to the TVC

The term of office of the Area Delegate coincides with the terms of office of the Oregon Federation, not the TVC.

## **Past President**

The Past President is expected to:

- Attend TVC meetings
- Provide the benefit of their experience to the current board
- Chair the nominating committee

## **7. APPOINTED OFFICER DUTIES**

### **OFN Area Editor**

The OFN Area Editor is expected to:

- Solicit club reports from each of the TVC clubs, gather them together, and ship them to the OFN Editor
- Be cognizant of the current OFN deadlines
- Remind those clubs whose reports are delinquent
- The OFN Area Editor has the responsibility of providing the OFN Editor with information necessary to create the OFN advertisement for the five scheduled TVC sponsored dances held each year.

### **Parliamentarian**

The Parliamentarian is expected to:

- Be knowledgeable about Robert's Rules of Order
- Answer questions and resolve conflicts in meeting procedures

### **Caller Advisor**

The Caller Advisor is expected to:

- Report on items in the world of calling that are of particular interest to the square dance community
- Report on the activities of Callerlab
- Report on the activities of local caller associations
- Work with Vice President in identifying callers for TVC dances and demo events

### **Cuer Advisor**

The Cuer Advisor is expected to:

- Report on items from the world of cuing that are of particular interest to the square/round dance community
- Report on the activities of ROUNDALAB
- Report on the activities of ORDTA
- Report on the activities of any local cuer associations
- Work with Vice President in identifying cuers for TVC dances and demo events

## **8. STANDING COMMITTEES**

## **9. COURTESY POSITIONS**

- OFN Editor

- PAC Delegate
- Evergreen Delegate

## **10. CLUB DELEGATES**

The club delegates are the most important part of the TVC. Although the officers make sure the meetings run smoothly and handle TVC dances, it is the delegates who represent the direct link to the clubs that make up the council.

A club delegate is expected to attend each meeting of the TVC. At each meeting, the delegate should take notes on upcoming events and items that will be of interest to club members. The delegate is also expected to give a short report, outlining some of the interesting activities that the club has undertaken. It is not necessary to state when and where the club dances, or the names of the caller and cuer, unless you have a dance which differs from normal. That information is in the state directory and the TVC directory, and it is printed in the TVC meeting minutes each month.

A club delegate is also expected to attend their own club's business meetings and give a summary report on the activities at the TVC meetings. The delegate is the only pipeline between the TVC and the clubs. The delegate should report on other clubs' dances at club meetings, and post the flyers in their halls.

In addition, there are two major events each year that require extra effort on the part of the club delegate: membership in the spring, and insurance in the fall.

### **Membership**

The membership paperwork is generally distributed by the TVC State Delegate in March. The form asks for information about the club, including when and where they dance, when and where they hold lessons, what level they dance, how many members they have, the names and addresses of their officers, the dates of any special dances, the federal tax ID number, and the IRS tax-exempt status. This information is used to make sure that each club stays in compliance with non-profit regulations, and to create the annual state directory.

The information about officers needs to be officers for the upcoming square dance year. That means the delegate will need to wait until after their club holds its annual elections. Also note, however, that the information must be returned to the TVC State Delegate in time for the Federation meeting in May. Even if your new officers do not take office until September, clubs need to hold their elections in April so that the new officer information may be entered.

Along with membership information, the delegate will need to submit a check with annual membership dues, made payable to the TVC. This consists of three things: \$3 membership dues in the State Federation, \$7 membership dues in the TVC, and an

amount to pay for the When & Where listing in the OFN. This is based on the number of dances held per month:

- \$10 One dance per month (or less)
- \$20 Two dances per month
- \$30 Three or more dances per month

Thus, for most clubs, the total check will be \$30 (\$3 + \$7 + \$20).

## **Insurance**

The insurance paperwork is usually handed out at the September meeting. One of the primary benefits of membership in the Oregon Federation of Square and Round Dance Clubs is affordable group liability insurance, provided by United Square Dancers of America. This policy protects the officers and assets of the club against most kinds of lawsuits. It also provides secondary health insurance for club members while they are dancing at any dance sponsored by a Federated club.

In order to get this group liability insurance, we are required to have 100% participation. That is, each club must pay a premium for each member.

The insurance paperwork will include printed rosters of all of the club members, as far as the insurance chairman knows. The club delegate needs to go through those rosters, making any required changes, adding any new members, lightly crossing out any members who are no longer with the club, and return the modified roster to the TVC State Delegate by the October TVC meeting, along with a check for the insurance premium. Please do not submit a club roster in your own format! The insurance process is designed to use the modified roster as it is distributed.

The cover letter will identify the premium amount. The premium is based on the number of dancers in the club, with a minimum amount for clubs below a certain size. Please read the instructions carefully.

The Federation only needs to pay once for each individual, even if they are members of several clubs. In order to manage that, the insurance process assigns one club for each individual as the “primary” club. Note that this does not mean “preferred” club or “favorite” club; it only means “the club that pays the insurance premium for this person.”

The paperwork for each club will include two lists: one of dancers for whom this is their primary club, and one of dancers for whom this is their secondary club. The delegate needs to check names and address on both lists, but only needs to pay a premium for the names on the primary list.

## **11. ANNUAL CALENDAR**

Here are the key items that need to be handled in the typical year:

May

- New officers installed (except for state delegate)

June

- Start preparing TVC directory
- Prepare lesson flyers for distribution at parade
- Prepare new mail/email distribution list

July

- Hillsboro 4<sup>th</sup> of July Parade

August

- Distribution of completed TVC directory

September

- New State Delegate takes office
- State Delegate distributes insurance documents

October

- Insurance documents due back at TVC meeting

November

- President appoints nominating committee

December

- Tri-Council Christmas dinner, 2<sup>nd</sup> Monday

January

- President's Potluck, 4<sup>th</sup> Monday
- Presentation of TVC Recognition Award
- Officer nominations requested

February

- Officer nominations requested

March

- Election of new officers
- State Delegate distributes membership information

April

- Membership information due back at TVC meeting
- Incoming officers gather for planning meeting

May

- Incoming president presents new budget for approval



# Tualatin Valley Council

## CALLER AGREEMENT FORM

This is an agreement between the Tualatin Valley Council and Caller.

Caller (print): \_\_\_\_\_

The Caller agrees to call a Mainstream dance on:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Address: \_\_\_\_\_

The TVC Caller pay schedule is \$1.25 per paid person with a \$100.00 minimum.

"Jamboree Dance": The contracted Caller shall act as MC with Callers & Cuers from the floor. The Caller pay schedule is \$1.25 per paid person with a \$100.00 minimum. Visiting Callers, Cuers and their partners shall attend at no charge.

"New Year's Eve" Dance: The Caller shall be paid \$200.00 to call the entire dance.

Payment will be mailed within one week of the dance to the following address:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

The Caller will furnish the speakers, amplifier, and turntable that will accommodate mini disc and CD players for use of all the Cuers and Callers.

This contract may be voided upon mutual agreement of the Caller and the Tualatin Valley Council.

\_\_\_\_\_  
TVC Representative Signature

\_\_\_\_\_  
Caller Signature

TVC Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date & Ck # Paid: \_\_\_\_\_

Please make 3 copies for: Caller, TVC Vice President & TVC Treasurer.



# Tualatin Valley Council

## CUER AGREEMENT FORM

This is an agreement between the Tualatin Valley Council and

Cuer (print): \_\_\_\_\_

The Cuer agrees to call Round dancing on:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Address: \_\_\_\_\_

The TVC Cuer pay schedule is \$0.75 per paid person with a \$75.00 minimum.

"Jamboree Dance": The contracted Cuer shall act as MC with Callers & Cuers from the floor. The Cuer pay schedule is \$.75 per paid person with a \$75.00 minimum. Visiting Callers, Cuers and their partners shall attend at no charge.

"New Year's Eve" Dance: The Cuer shall be paid \$100.00 to cue the entire dance.

Payment will be mailed within one week of the dance to the following address:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

The Caller will furnish the speakers, amplifier, and turntable that will accommodate mini disc and CD players for use of all the Cuers and Callers.

This contract may be voided upon mutual agreement of the Cuer and the Tualatin Valley Council.

\_\_\_\_\_  
TVC Representative Signature

\_\_\_\_\_  
Cuer Signature

TVC Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date & Ck # Paid: \_\_\_\_\_

Please make 3 copies for: Cuer, TVC Vice President & TVC Treasurer.



# Tualatin Valley Council

## HALL RENTAL AGREEMENT FORM

This is an agreement between the Tualatin Valley Council and property owners of

Location: \_\_\_\_\_

Address: \_\_\_\_\_

The hall management agrees to the TVC renting their hall for a square dance on:

Date: \_\_\_\_\_ Times: \_\_\_\_\_

Hall Rental Fee: \_\_\_\_\_

Payment to be sent to: Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

### Conditions:

The hall will include furnished lights, electrical power, restrooms, parking spaces, tables and chairs. The hall will be clean and ready for use as a dance facility. The hall will be left in the same condition as when the TVC arrived, using tools and supplies available at the hall.

This contract may be voided upon mutual agreement of the hall manager and the Tualatin Valley Square Dance Council representative.

### Signers:

TVC Rep: \_\_\_\_\_

Hall Manager: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Please make 3 copies for Hall management, TVC Vice President & TVC Treasurer.



# Tualatin Valley Council

## Dance Hosting Agreement Form

This is an agreement between the Tualatin Valley Council and Hosting club(s).

\_\_\_\_\_ (name of club(s))  
The hosting club(s) agree to assist the TVC by hosting the dance at this location, date, and time:

\_\_\_\_\_ (location)

\_\_\_\_\_ (date) \_\_\_\_\_ (time)

The TVC will collect the donation at the door, and split the pot proceeds. The TVC will share half the profits of the dance with the host club. In case of a loss, the TVC will be responsible, not the club.

**The 50% profit share with the club(s) is the calculation of the sum of the door donations, plus the retained half of split the pot, minus expenses including: the caller fee, cuer fee, advertising, and hall rental.**

The agreement is for the volunteer host club to take care of the break time including: providing food, coffee pot, and preparations, serving the dancers, and cleaning up afterwards.

The TVC will furnish coffee, cups, plates, napkins, and plastic ware as needed for the break.

Special expenses that will be excluded from profit share calculation: \_\_\_\_\_

\_\_\_\_\_  
(Special expenses would include things like unusual prizes, decorations, advertising, gifts, etc.)

Profit share is to be sent to: Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

This agreement may be voided upon mutual agreement of the club representative and the Tualatin Valley Square Dance Council representative.

Signature: \_\_\_\_\_  
TVC Representative

Signature: \_\_\_\_\_  
Hosting Club representative

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Print name: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Make four copies (five copies if two hosting clubs); send copies to the following:  
1. TVC President 2. TVC Vice-President 3. TVC Treasurer 4. Hosting Club Rep(s).  
Revised 2010-02-22



**Club Square Dance Lesson Advertising**  
**Expense Reimbursement Form**

TVC Club Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail \_\_\_\_\_ Date of Request: \_\_\_\_\_

Detailed list concerning expenses: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Receipts limited to advertisement and promotional expenses concerning club lessons are required with this request for reimbursement.

Reimbursement Amount Requested: \$\_\_\_\_\_ (Maximum of \$200.00)

Submit form and receipts to either a Finance Committee member or council President at a TVC meeting.

Tualatin Valley Council Officers will review and decide if request is acceptable.

If request is approved a check will be written for the approved amount to the club and sent to the contact person. If request is not approved the reason will be sent to the contact person. The contact person can then reply with additional information why the request should be paid if appropriate.

Approved by:

\_\_\_\_\_  
Finance Committee  
Revision: #4 revised 04-26-2010

\_\_\_\_\_  
TVC President or Vice-President

## Revision page (this page added to document 2009-11-26):

Listing of revisions of Practices and Procedures, Constitution, and Bylaws documents to note: date of change, change from, change to, purpose of change, and name of person making the motion to make change.

**Revision #1:** 2009-11-26 changed from: No revision page; changed to: Added a revision page; Purpose of change: To keep track of changes to these documents; Person suggesting the change: Ferrous Steinka

**Revision # 2** 2010-02-22 updated Hosting Agreement Form; Reason was better documented agreement with a new line for special conditions and expenses, etc to reduce problems after the TVC events; form changed because of problems encountered at the State Meeting and dance event in Garibaldi Coast Swingers and also the Halloween Dance which had unusual expenses causing no profit share for the hosting clubs; Original discussion was by Ferrous Steinka and rewritten by Gary Clark and Tom Sminia.

**Revision #3:** 2010-02-22 amended TVC Constitution to change the wording concerning who can vote on TVC business including elections of officers. The old wording allowed TVC delegates, elected officers, and appointed officers to vote on TVC business. The new wording allows only the TVC delegates and elected officers to vote, and not allowing appointed officers to vote. The actual old Constitution wording follows:

### **Article 5 ORGANIZATION**

1. This organization shall be administered by a council composed of two delegates from each member club. Each delegate to have one full vote.
2. There shall be an executive board consisting of the elected and appointed officers and standing committee chairpersons. Each officer and standing committee chairperson shall have one full vote, said vote to be cast by the elected or appointed official. The spouse will vote only in the absence of the elected or appointed official.
3. Only delegates and executive board members may vote at delegate meetings.

The new wording of the Constitution is as follows:

### **Article 5 ORGANIZATION**

1. This organization shall be administered by a council composed of two delegates from each member club. Each delegate to have one full vote.
2. There shall be an executive board consisting of the elected and appointed officers and standing committee chairpersons. Each officer shall have one full vote, said vote to be cast by the elected official only. Appointed people cannot vote. The spouse will vote only in the absence of the elected official.
3. Only delegates and elected executive board members may vote at delegate meetings.

This change was made because of noticing a conflict in voting rights between the Constitution and the Practices and Procedures documents. Person suggesting and writing the change was Tom Sminia, TVC Parliamentarian.

**Revision #4:** Form was added to aid clubs requesting reimbursement from TVC for expense of advertising concerning square dance lessons. Form was suggested to help the clubs understand what is and is not included in advertising expense for lessons. Form was approved on 2010-04-26 at the TVC Meeting. Basic policy is the TVC will pay up to \$200.00 to clubs filling out the form and turned in with receipts to finance committee or TVC president.