



RULES OF ORDER

Amended May 2014

**RIVER CITY DANCERS
RULES OF ORDER
(CLUB RULES)**

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PURPOSE

It shall be the purpose of these rules to assist the Board to establish and review responsibilities and operating procedures of the officers, Club delegates, committees, any appointed positions, and Club functions.

RULE 1 - MEMBERSHIP AND VOTING

Section A

The members of this Club may vote to amend any of these rules at any general business meeting.

Section B

Copies of amended rules shall be available to all members.

RULE 2– OFFICERS

Section A

The duties of the President are as follows:

- 1) Preside at all meetings of the Club and Board.
- 2) Appoint the Portland Area Council Delegates, Club Reporter, Sunshine Person and Club Photographer, Newsletter Editor and Calling Tree Coordinator
- 3) Disburse funds in the absence of the Treasurer.
- 4) Advise the Secretary of any changes in dance time or date, or canceled dances, for inclusion in the Oregon Federation News. Advise the Newsletter Editor of the same changes for inclusion in the RCD Newsletter.
- 5) Submit a monthly editorial to the Secretary (newsletter editor) to be placed in the newsletter.
- 6) Be responsible for the Club banner to be on display at all Club regular dances and festivals attended by the Club.

Section B

The duties of the Vice-President are as follows:

- 1) Encourage hospitality and assist the Door and Kitchen Committee whenever necessary.
- 2) Be responsible for supplies regularly used at dances (such as coffee, cream, tea, sugar, napkins, gum, candy, paper plates, cups, kitchen towels, etc.)
- 3) Maintain Door and Kitchen Committee lists to serve at regular dances.
- 4) Provide a copy of procedures and hall regulations to all members. (Oversee new dancer's class)

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Section C

The duties of the Secretary are as follows:

- 1) Keep permanent written records of all proceedings at business and Board meetings for the Club.
- 2) Perform related duties such as prepare and mail announcements, communications and general correspondence as needed.
- 3) Complete and submit annual insurance forms along with annual premium.
- 4) Complete and submit annual state incorporation report along with annual fee.
- 5) Complete and submit Portland Area Council report along with annual dues
- 6) Provide a copy of the Club Handbook, which will include the roster, By-laws, Rules of Order, duties and procedure and dancer guidelines.
- 7) Be responsible for maintaining current status of the Club handbook.
- 8) Notify the Oregon Federation News of any change of dance time or place.
- 9) Upon admission or resignation of a member, notify the Calling Tree Coordinator, the Sunshine Person, the Newsletter Editor and Treasurer.

Section D

The duties of the Treasurer are as follows:

- 1) Collect and be custodian of all funds of the Club.
- 2) Collect and record dues.
- 3) Deposit monies in the name of the Club in the bank selected.
- 4) Have the authority to pay all authorized bills for Club functions. (Authorization is given by order of the president or vote of the Board.)
- 5) Keep an itemized account of all monies collected and disbursed by and for the Club.
- 6) Submit a financial statement at all business and Board meetings.
- 7) Submit an annual financial statement on a calendar year basis.
- 8) Provide at the disposal of the Vice-President a continuous fund to be used for regular dance supplies and food.
- 9) Provide a fund to the Secretary for purchase of postage, printing, and office supplies or other purchases as needed.
- 10) Annually complete and file Form 1099, Form 1096, and other required tax forms.
- 11) Maintain an accounting of Callers and Cuers fees. Submit a summary of fees paid with the tax form 1099 sent to Callers and Cuers under contract with the Club during the year.
- 12) Present a notice of when dues are due to Newsletter Editor for inclusion in the newsletter.
- 13) Perform all duties ordinarily revolving upon the office of Treasurer.

RULE 3 – APPOINTED POSITIONS

Section A

The Portland Area Council (PAC) delegates shall represent the Club as voting delegates at PAC meetings. They shall bring a report to the Club to be read at each business meeting.

Section B

The Club Reporter will write a monthly article of approximately 100 words concerning Club activities (pictures with captions can also be submitted) and send it to the Portland Area Council Editor. The information will be forwarded to the OFN.

Section C

The Club Photographer will take pictures of interesting happenings in the Club like class graduation, installation of members and Board, and Club activities. The Photographer shall provide digital copies to the newsletter editor, webmaster, and to the OFN reporter. The Photographer may offer digital copies to the members. The cost of print copies and other media is the responsibility of individual club members. The Photographer will keep an album up to date and bring it to business meetings, anniversary dances, and other appropriate Club functions. (Amended May 2014)

Section D

The Sunshine Chair keeps club members informed regarding the health and wellbeing of club members. The Sunshine Chair may send or take cards as appropriate. (Amended May 2014)

Section E

The Newsletter Editor will produce and distribute a monthly newsletter with activity calendar to all members and subscribers.

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Section F

The Calling Tree Coordinator will be responsible for appointing five to six callers to assist with the calling tree, and divide the list of members evenly among these callers. When notified of information that needs to be communicated to all current members, the Coordinator will notify the callers to contact the members on their list, give them a concise list of items to be mentioned and start the calling tree action. Any members who have e-mail may be notified electronically – others will be phoned.

RULE 4– SPECIAL DANCES AND FUNCTIONS

Section A

The following are special dances/functions that may be held annually. Each must be budgeted to pay for itself through ticket sales, registration fees, activity fees or other income sources.

- Campout
- Beach Trip
- Picnic
- Mystery Trip
- Holiday Dinner
- New Year's Eve Dance

Attendance is open first to active, associate, and affiliate members. If accommodations permit attendance will be opened to past members, relatives and friends. Rule 8 Section J applies (working fund). (Amended May 2014)

Section B

Anniversary Dance: This dance will honor the club's board, past presidents, Caller and Cuer. It is held as the first scheduled dance in June and is open to the public.

Thank you gifts valued at \$50 or less may be given to the president couple, caller, and cuer at the board's discretion based on availability of funds. Total expenditures for gifts, food, and special recognition shall not exceed the board's \$250 authority. Rules 8 Section I, J, and K apply to the anniversary dance (Amended May 2014)

Section C

Special dances/functions must pay for all expenses including hall rent, and caller and cuer fees. Reasonable use of club supplies is allowed

RULE 5 – OPENING AND CLOSING THE DANCE HALL

Section A

A member of the Board shall open the hall one hour prior to dance start time on dance nights for the Door and Kitchen Committee. A member of the Board shall also stay until the hall is clear to see that lights are out and all doors and windows are locked.

Section B

Each member of the Board will be supplied with a set of keys and a list of opening and closing instructions.

Section C

The officer on duty shall assist and direct the Door and Kitchen Committee and see that all towels and linens used during the dance are cleaned and returned by the next dance.

RULE 6 – DOOR AND KITCHEN COMMITTEE

Section A

Arrive 45 minutes prior to the dance start time to set up the hall and kitchen.

Section B

Follow the printed rules and procedures.

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Section C

If unable to fulfill your duty, find a replacement and advise the Vice-President.

Section D

Assist the officer in charge to open and close the hall.

Section E

Members shall serve on the Door and Kitchen Committee at least twice per year, except Board Members and Class Committee members, who are exempt during their term of service.

RULE 7 – CLASSES

Section A

The Vice-President shall appoint and oversee a committee to organize one set of beginner's square dance classes per year. The President shall appoint a couple to assist the Cuer with one set of round dance lessons per year. Additional square or round dance sessions will be the responsibility of the caller or cuer. (Amended May 2014)

Section B

The Treasurer will advance or reimburse money to the Class Chairman for class needs.

Section C

The Class Chairman will keep records of income, expenses, students, and attendance, and submit a final report to the President.

Section D

The Treasurer shall coordinate with the Class Chairman on class finances and report monthly receipts and expenses in the regular financial report.

Section E

The Class Chairman will prepare advertising for the class.

Section F

At termination of classes all remaining class funds shall be returned to the Treasurer.

Section G

Those students graduating from a beginner's class, who meet membership requirements of the Club and wish to join, should submit a membership application for Board approval.

RULE 8 – FINANCES

Section A

Annual dues shall be \$96 per member (effective 1/1/2015) (Amended May 2014)

Section B

Admission to regular dances for non-members shall be \$6.00 per person (effective 7/1/2014)

Section C

The Caller's fee for regular dances and lessons, and the Club's and Caller's duties regarding each other, shall be as stated in the current contract between the Club and the Caller. The Caller shall be licensed by ASCAP/BMI.

Section D

The Cuer's fee for regular dances and lessons, and the Club's and Cuer's duties regarding each other, shall be as stated in the current contract between the Club and the Cuer. The Cuer shall be ASCAP/BMI licensed.

Section E

Guest Callers or Cuers shall be paid the same fee as the Club Caller or Cuer unless specified in a contract agreed to by the Board.

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Section F

The Vice-President shall have the option of being provided a \$120.00 working fund. A working fund is provided at the beginning of the officer's term, and as expenses are incurred receipts are submitted to the Treasurer to replenish the working fund. At the end of the officer's term the \$120.00 (and/or receipts and cash equal to \$120.00) are returned to the Treasurer.

Section G

The Secretary shall have the option of being provided a \$50.00 working fund. A working fund is provided at the beginning of the officer's term, and as expenses are incurred receipts are submitted to the Treasurer to replenish the working fund. At the end of the officer's term the \$50.00 (and/or receipts and cash equal to \$50.00) are returned to the Treasurer.

Section H

The Club Photographer shall be reimbursed for reasonable expenses incurred not to exceed \$200 annually and the Sunshine Chair shall be reimbursed for reasonable expenses no to exceed \$100 annually. (Amended May 2014)

Section I

The Door and Kitchen Committee shall be limited to a \$50.00 expenditure per dance, to cover cost of refreshments and decorations.

Section J

Committees shall be provided by the Treasurer with a \$250.00 working fund, which will be returned to the Treasurer with a Committee Report. (See Article VII, Section 1 of the By-laws.) These committees will fund their special event/function with ticket sales and/or fundraisers, etc. However, Rule 8, Section K still applies. (changed 5/15/10)

Section K

The limit of expenditure by the Board for an individual expense shall be \$250.00 without prior approval of the membership. (Amended 5/15/10)

Section L

Annual subscription to the Club newsletter for non-members shall be \$12.00 or an amount as determined by Board action.

Section M

Door prizes at regularly scheduled dances:

For visitors and guests: RCD will award up to 3 individual door prizes consisting of a pass to a future regularly scheduled dance. The amount of passes to be distributed will be based on the following ratio – 1 pass for every 8 paid guests or guest pass collected for admission at that dance. (Amended May 2014)

For dues paying members and caller and cuer couples:

Each active or affiliate member, and caller & cuer couples will be randomly assigned a "Jet Pot" number. One number will be selected during the club break with a cash pot of \$10. If the winner is not present the prize amount will be added to the next regularly scheduled dance "Jet Pot". (Amended May 2014)

Section N

A Club badge shall be purchased at the expense of each member.

Section O

A 50/50 pot may be offered at each dance. The offering shall be three tickets for \$1.00. The winner of the drawing of a ticket shall receive 50% of the gross amount collected and the Club shall retain the balance.

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RULE 9 – DANCES**

Section A

Regular dances shall be held the second and third Saturday of each month.

Section B

Regular dances shall be held at the Milwaukie Community Club, 10666 SE 42nd Ave., Milwaukie, OR. Phone 503-654-4503

Section C

Plus dancing shall be offered 6:45 to 7:15 and pre-rounds from 7:15 to 7:30. Mainstream dancing will be from 7:30 to 10:30 pm.
(Amended January 2013)

Section D

A break for refreshments and announcements shall occur from 9:00 pm to 9:30 pm.

Section E

Special dances shall be held at a time and place designated by the Board.

Section F

Club dress should be worn by members to Club-sponsored visitations to other dances.

Section G

Square dancing children (minor, dependent & under age 21) of Club members will be permitted to wear Club dress and badge.
Admission to a dance will be the same as for other non-members.

Section H

Door prizes are optional at each dance.

Section I

Attire at regular dances is "square dance attire admired but not required". (Amended February 16, 2013)

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Acceptance and Revision History

Accepted July 30, 1990

Rev. October 22, 1990: Rule 12, Section G; add recognized members donate to Christmas Fund. Rule 7, Section B; add part (5) Holiday Dinner.

Rev. May 6, 1991: Rule 11, Section F; add Caller be member of Callerlab. Rule 11, Section G; add Cuer be member of Roundalab.

Rev. June 24, 1991: Rule 12, Section A; delete 5th Saturday dance. Rule 12, Section C; change workshop to 15 minute each for square and round. Rule 11, Section G; change Cuers fee.

Rev. January 26, 1992: Rule 11, Section L; change limit and add committee chooses what is served.

Rev. May 4, 1995: This is a major revision with changes too numerous and lengthy to list in the manner of the minor revisions listed above. Previous rules are on file with the Secretary and are available for inspection upon request.

Rev. February 27, 1997: Rule 12, Section C and D changed per vote at February 27, 1997 Business Meeting.

Rev. February 15, 2003: This is a major revision with changes too numerous and lengthy to list in the manner of the minor revisions listed above. This was done to correspond with the By-laws revisions adopted at the general business meeting held February 16, 2002. Previous rules are on file with the Secretary and are available for inspection upon request.

Rev. May 15, 2010: The following changes were voted on by the Board and Annual Membership Meeting on 5/15/2010 and approved with a quorum present.

Rule 4	Section A	Change amount from \$150.00 to \$250.00
Rule 8	Section J	Change amount from \$150.00 to \$250.00
	Section K	Change amount from \$150.00 to \$250.00

Rev. January 21, 2012: at the General Membership Meeting the following changes were approved:

Rule 9	Section C	Plus dancing and pre-rounds are offered from 7:00 – 7:30 pm and Mainstream dancing will be from 7:30 to 10:30 pm.
	Section D	A break for refreshments and announcements shall occur from 9:00 pm to 9:30 pm.

Rev. February 16, 2013:

Rule 9	Section I	Attire at regular dances is "square dance attire admired but not required".
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Rev. May 17, 2014 Annual Business Meeting amendments

Rule 3	Appointed Positions –
Sec. C	Club photographer role revised.
Sec. D	Sunshine chair role revised.
Rule 4	Special Dances and Functions –
Sec. A	Campout, beach trip, picnic, mystery trip, holiday dinner, and New Year's Eve dance revised so that each activity to pay for itself either with ticket sales, activity fees, or other income sources.
Sec. B	Anniversary Dance – revised to apply only to anniversary dance not New Year's Eve Dance.
Sec. C.	Special dances and functions – revised so that each activity to pay for itself either with ticket sales, activity fees, or other income sources.
Rule 7	Classes
Sec. A	Revised to read: Vice President shall appoint and oversee a committee to organize one set of beginner's square dance classes per year. The President shall appoint a couple to assist the cuer with one set of round dance lessons per year. Additional sessions will be the responsibility of the caller or cuer.
Rule 8	Finances
Sec. A	Revised – annual dues shall be \$96 per member effective 1/1/15.
Sec. B	Admission to dances shall be \$6 per person effective 7/1/14.
Sec. H	Revised to read club photographer expenses to not exceed \$200 and sunshine expenses not to exceed \$100.
Sec. M	Door prizes revised to read: the amount of passes to be distributed will be based on ratio of 1 pass for every 8 paid guests or guest pass collected for admission at that dance.