



# Palomar Square Dance Association

## STANDING RULES

### ARTICLE I (Officers)

#### Section A. The President shall

1. Appoint members to those offices and committees as listed in Article II of these Standing Rules, or such other special committees on an as required basis, with the approval of the appointments by the majority of the Governing Body present.
2. Establish with the Treasurer an annual operating budget. The budget is to be prepared and revised each year by both outgoing and incoming board Presidents and outgoing and incoming board Treasurers. The annual operating budget is to be submitted by the incoming Treasurer to the board for approval within one (1) month of the new board term.
3. Attend or designate an alternate to attend all meetings of the California Square Dance Council, Incorporated.
4. Be responsible with the Tax Coordinator for the submission of all corporate filings, as specified in Appendix A, to the appropriate governmental agencies prior to statutory deadlines.
5. Be an ex-officio member of all committees except the Nominating Committee.
6. Be an ambassador representing the PSDA at all square dance functions.
7. Past Presidents of the PSDA shall, at the conclusion of their term of office, be presented with a life time pass for all PSDA functions (exclusive of Facility fees) as a small token of appreciation.
8. Per Article VI of the PSDA Bylaws, The office of President is granted one vote. It is customary for the President to abstain unless their vote is required to break a tie.

#### Section B. The Vice-President shall

1. Arrange for all callers and cuers and the use of facilities for all PSDA sponsored dancing events and meetings.
2. A planning meeting will be held each year by the PSDA Officers to create plan of dates, callers, cuers and facilities for the following year. This plan will serve as a roadmap for the Vice President in obtaining contracts with callers, cuers and facilities.
3. Schedule and coordinate affiliates to serve as hosts, greeters, and facility set up, tear down, and cleanliness teams at PSDA Dances.
4. Make positive arrangements for access to buildings used by the PSDA, when such buildings do not have an owner representative in attendance.
5. Coordinate all activities of the annual Del Mar Fair Square Dance Day with the San Diego and Back Country Square Dance Associations.

#### Section C. The Secretary shall

1. Maintain a current roster of the Governing Body which includes the officers, affiliate representatives, and committee chairs and provide these names and positions to the Palostar Editor and Webmaster.
2. Distribute by email one copy of the minutes of the PSDA meetings, within fourteen (14) days following the meeting, to each of the following
  - a. all members of the Governing Body
  - b. chairs of standing committees
  - c. affiliate representatives and affiliate presidents

- d. California Square Dance Council President
  - e. Southern Area Vice President
  - f. San Diego Square Dance Association, Back Country Dancers Association, and Round Dance Association Presidents
3. The minutes shall include all changes of elected officers, and an original copy shall be signed with an original signature and shall be placed chronologically in the Secretaries' book.
  4. Be custodian of minutes, reports, correspondence and property inventory records, and all non-financial corporate documents. At the end of the elected term, the Secretary shall surrender all property and records to the incoming Secretary.
  5. Shall download each year's minutes on a disc which is to be stored in the Secretaries' book.
  6. Shall whenever Bylaws or Standing Rules are changed ensure that the changes are noted on the official copy in the Secretaries' book and that the changes are sent to the Webmaster.

**Section D. The Treasurer shall, and is authorized to execute, the following**

1. Maintain accurate financial records of the PSDA fiscal matters.
2. Immediately after the installation of officers execute signature authorization for the current banking institution for the President, Vice President, and Secretary to co-sign checks with the Treasurer. This authorization to be effective by the May board meeting. Each check issued shall bear two (2) signatures before being issued. During the transition the immediate Past President will continue to have signatory authority.
3. Prepare and submit at each regular PSDA monthly meeting a detailed report of Income, Expenditures and all bank balances, highlights of which are to be read aloud and approved, subject to audit, by the Governing Body.
4. Automatically pay all bills, invoices, and statements that are a result of a normal PSDA budgeted item to a maximum of one hundred (\$100.00) for each notice submitted on the 'Expense Reimbursement Voucher' form. Exceptions to the one hundred dollar (\$100.00) limitation shall be as follows
  - a. Fees for Square Dance Callers and Cuers for services rendered at regularly scheduled PSDA dances.
  - b. Hall rental fees for regularly scheduled PSDA dances and meetings.
  - c. Reimbursement of expense shall be limited to the following with only gas paid for any California Square Dance Council meeting within a 50 mile radius.
    - i. PSDA President(s) or the President's designated representative while representing PSDA at the quarterly meetings of the California Square Dance Council
      1. Actual cost of travel,
      2. Maximum of two (2) nights lodging.
    - ii. Insurance Director while representing PSDA at the yearly meeting of the California Square Dance Council
      1. Actual cost of travel
      2. Maximum of one (1) night lodging.

**Section E. The Blood Bank Director shall**

1. Be responsible for the promotion and operation of the PSDA Blood Bank Program by performing the functions as called for in the Blood Bank Guidelines. (Appendix B, Blood Bank Guidelines)

**Section F. The Insurance Director shall**

1. Arrange for and make available to all affiliates
  - a. Personal Liability, Fire and Property Damage Insurance Program
  - b. A group Individual Accident Insurance Plan.
2. Provide an annual time table for the affiliates to follow in making application for the insurance programs.
3. Handle all records, forms, claims and registration between affiliates, members and the State Council Insurance Director.
4. Attend annual State Council Insurance meeting.

**Section G. The Promotions Director shall**

1. Initiate, publicize, promote, draft flyers, and advertise all PSDA activities.
2. Gather member and non-member flyers on square and round dancing events and make them available at all PSDA Events.

3. Administer the PSDA Patron Badge Program.
4. Where economically feasible, use media (television newspapers and radio) to promote square and round dancing events.
5. Work with individual affiliates, when requested, to recommend successful recruiting strategies.
6. Provide information to the Calendar Coordinator, PSDA Webmaster, and Palostar Editor.
7. This position can be held by 1 or 2 individuals.

**Section H. The immediate Past President(s)**

1. Shall be available to act as an advisor to the current PSDA president and board.
2. Shall oversee presentation of a recognition memento for the outgoing presidents(s) along with a past president badge.
3. This position can be held by co-presidents.

**Section I. Installation**

1. All elected officers of the PSDA shall be officially installed by a PSDA Past President, or the California Square Dance Council President or Southern Area Vice-President.
2. The official installation shall be conducted as called for in the Bylaws.
3. New officer introductions shall be made at the next scheduled PSDA dance (Article VI Section C).

## **Article II (Appointive Officers and Committee Chairs)**

**Section A. Appointed Positions**

1. The positions listed below shall be appointed annually by the President and confirmed by the Governing Body at the May PSDA meeting.
2. Chairs of Committees listed below, or special Committees shall be selected from among regular members of the PSDA.
3. Executive Board members shall not serve as chair of any of these committees or positions except as a last resort. (Committee membership shall only be open to Regular PSDA members).
4. An appointed officer or Committee Chair may be removed for cause at any time by a majority vote of the Governing Body present at either a regular or special meeting of the Governing Body.
5. The following positions shall have a voice and vote in matters of business which comes before the PSDA

Palostar Editor		
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6. The following positions shall have a voice but no vote in matters of business which comes before the PSDA

Calendar Coordinator	Tax Coordinator
Historian	Webmaster
Representative to San Diego Round Dance Instructors Association	Representative to San Diego Square Dance Association
Representative to Back Country Dancers Association	

**Section B. Duties**

1. Palostar Publication Committee shall formulate policies for the administration and publication of the Palostar, for PSDA Board approval. The duties of the Palostar Editor and Palostar Publications Committee shall be specified in the Palostar Guidelines (Appendix C, Palostar Guidelines).
2. Affiliate Presidents or their representative shall be responsible for communicating with the Calendar Coordinator to assure all their affiliate dance dates are correctly logged with the Calendar Coordinator. Any special dance dates such as installations, graduations, anniversaries, or benefit dances should also be reported to the Calendar Coordinator so that all PSDA affiliates and PSDA dance dates are completely and accurately listed. The calendar information must be sent to the Calendar Coordinator by the 1<sup>st</sup> of the month prior to Palostar publication. This

information must also be sent to the Editor of the Palostar and the Webmaster. The Calendar Coordinator is a member of the Palostar Publication Committee.

3. Historian shall collect and maintain all material of a historical nature that reflects upon the PSDA.
4. Representative to San Diego Square Dance, San Diego Round Dance Instructors and Back Country Dancers Associations shall serve as liaison between the PSDA and their assigned organizations.
5. Webmaster shall maintain the website with complete and accurate information.
6. Tax Coordinator shall be responsible for filing all tax related documents and advising the Treasurer as to tax payments which are required.

## Article III (Meetings)

### Section A. Frequency

1. Meetings of the governing body shall be held the second Sunday of each month, except for the months of April, September and November.
2. To avoid other conflicts, the President may schedule, with the approval of the PSDA Board, to meet one Sunday earlier or one Sunday later.

### Section B. Notification

1. Notice of special meetings shall be made by the President through personal contact with each member of the Governing body.

### Section C. Reports

1. Reports at meeting should include accomplishments, changes and/or correction information for dances, special events, activities of community involvement, as well as any pertinent news.
2. Reports shall not advertise affiliate dances that have previously been, or will be promoted through the use of flyers, the Palostar or announced at affiliate dance intermissions.
3. An exception would be to announce a change of date, time, location, caller, or other emergency that could not be publicized through the normal methods in time to eliminate confusion.

## Article IV (Dues and Insurance)

### Section A. Dues

1. Regular Members shall be assessed annual dues in the amount of fifty cents per year, payable through their affiliate.
2. Dues are payable on May 1 (April 1 is the beginning of the PSDA fiscal year), and are delinquent on June 30.
3. If there is a Jamboree, festival Members shall be assessed annual dues in the amount of twenty-five cents per year, which shall be included in the Jamboree Registration Fee.
4. Both of these fees are assessed pursuant to a past agreement with the IRS.

### Section B. Insurance

1. Insurance shall be paid, prior to November 1 of each calendar year, by each PSDA member through their affiliate in the amount of \$5.50.
2. This fee will be adjusted dependent upon the premium required by California Square Dance Council.

## Article V (Affiliates)

### Section A. Active Affiliates

1. The following are affiliates and special affiliates of the PSDA

Dancing Shadows	Double SD's	Oceanwavers
Promenaders	Sandpipers	Whirlaways
Wranglers		

## Article VI (Dances)

### Section A. Standard Dances

1. The Jamboree is optionally held the first full weekend in February. Due to rising costs and declining attendance this 3-day festival was discontinued in February 2009. In its place a special one-night Anniversary dance was initiated in 2009. This format will continue in the 1st quarter of each year and will be on the Chart of Festivals for the California Square Dance Council Friendship Award.
2. The Fifth Saturday Dance is normally held in each month of the year which has a fifth Saturday.
  - a. Donation to be a minimum \$5.00, plus a minimum \$1.00 Facility Fee.
  - b. This shall be a Plus level dance with at least one tip A-1, if caller is capable and there is at least one square of advanced dancers present.
  - c. Two Round Dances are to be held between each Square Dance Tip.
3. Class Level Dances are generally held the second Sunday of each month in December through August following the PSDA board meeting.
  - a. Donation to be a minimum \$4.00, plus a minimum \$1.00 Facility Fee.

### Section B. Dance Fees

1. The door dance donation is expected from all who dance at the PSDA dances except from the PSDA elected officers and PSDA Past Presidents. The PSDA President may exempt others from the door dance donation at his/her discretion.
2. The facility fee is expected from all dancers including PSDA elected officers and PSDA Past Presidents.

### Section C. Dance Hosts

1. Dance hosting shall be rotated among the affiliates.
2. The hosting affiliate should arrive early enough to ensure that the dance facility is clean and appropriately arranged for dancing. (Note: some facilities may require bringing your own tables and chairs).
3. The hosting affiliate should provide water and coffee for the anticipated number of attendees. (Note: water is not always available at all dance facilities).
4. The hosting affiliate should provide light refreshments. PSDA will reimburse the hosts \$10 to offset the cost of paper goods.
5. At the conclusion of the dance, the hosting affiliate shall be responsible for clean-up of the facility, and returning any tables and chairs to their pre-dance location.
6. Greeters at the door shall be members of the PSDA Board.

## Article VII (Ambassador Dances)

### Section A. Description

1. An Ambassador Dance is a special dance primarily intended to aid an affiliate which has fallen into the area of fiscal difficulties.
2. Its secondary function is to be as a means of greeting, and making welcome, a new affiliate into the PSDA.

### Section B. Request for an Ambassador Dance

1. An Affiliate desiring an Ambassador Dance shall submit a written application to the Secretary (or President) forty-five (45) days or more prior to date requested for the Ambassador Dance.
2. The Application is to include
  - a. Date desired and alternate date for the dance.
  - b. Dance location and time schedule.
  - c. Name of Caller and Cuer if used.
3. The application may be submitted at any regular PSDA meeting.
4. Representative and/or Officers and members of applicant affiliate would be requested to absent themselves from the meeting room during discussion and voting of the governing body.
5. Request of PSDA for a committee to assist in planning and/or promotion, if desired, may also be included in the applications.

6. If a committee is requested, and the dance is approved, the President shall appoint a Chairman, who shall confer with the applicant Affiliate's President, and/or Board of Directors, and be empowered to select additional personnel as needed to expedite the assignment entrusted to the committee.

#### Section C. Welcome to a new affiliate dance

1. A newly accepted Square, Round or Clogging dance club shall within two (2) weeks, after acceptance as a new affiliate of the PSDA, be offered the option of holding an Ambassador Dance.
2. The PSDA President shall appoint a committee to serve as liaison between the PSDA and the Affiliate for the purpose of explaining an Ambassador Dance, as pertains to the requirements and procedures involved in obtaining an Ambassador Dance.
3. The Ambassador Dance must be held within sixty (60) days of the affiliate's acceptance into the PSDA and held on one of the Affiliate's regularly scheduled dance nights.

## Article VIII (Badges, Banners, Lighthouse)

#### Section A. Badges

1. The official badge of the PSDA shall be that which depicts a rectangular shape, blue and white in color, with the impression of the Palomar Observatory Dome on a mountain of snow.
2. The 'Patron Badge' is an authorized badge of the PSDA for promotion of visitation. A card must be filled out in accordance with the instructions on the card in order to qualify a dancer to wear this badge.

#### Section B. Banners

1. The PSDA banner should be displayed at events where PSDA members are in attendance.
2. A special 'Blood Bank' banner is an authorized banner of the PSDA, and is generally awarded at each 5<sup>th</sup> Saturday dance to the affiliate which donates the most units of blood per member to the San Diego Blood Bank Program.

#### Section C. Traveling Lighthouse

1. The purpose of the PSDA Traveling Lighthouse is to encourage visitations among PSDA affiliates.
2. The Lighthouse may only be given to a PSDA affiliate.
3. It will be announced in the Palostar as well as at PSDA meetings and dances which affiliate is in possession of the Lighthouse. It should also be announced which affiliates have had the Lighthouse in the recent past.
4. An affiliate must keep the Lighthouse for a minimum of one month after receiving it.
5. The name and date of each affiliate who receives the Lighthouse shall be marked in the Lighthouse Log, to record its traveling history.
6. The affiliate holding the Lighthouse can bestow the Lighthouse on another affiliate by visiting it with 20% of its membership, or 2 squares, whichever is less.
7. The affiliate holding the Lighthouse shall display it at all their dances, and publicize the fact that they are holding it.
8. The Lighthouse shall be available for bestowing at any affiliate dance provided the affiliate currently holding the Lighthouse has had the Lighthouse for the minimum one month.

## Article IX (Palostar)

The PSDA shall publish, and offer on a subscription basis a bi-monthly magazine containing information regarding Square, Round and Clog Dancing events. This magazine shall be titled "Palostar". Its operations are described in the Palostar Guidelines. (Appendix C, Palostar Guidelines).

## Article X (Boundaries)

The official recognized boundaries of the PSDA are as follows: The northern portion of San Diego County from the south city limits of Del Mar on the coast, thru Penasquitos Canyon on the south and east to the Imperial County line and including the southernmost tip of Orange County south of the north city limits of San Clemente.

## **Article XI (Changes/Amendments)**

These Standing Rules may be changed or amended upon majority vote of the Governing Body (present) at any regular or special meeting of the Governing Body.

Revised: 2/82, 3/82, 8/82, 4/85, 6/85, 11/86, 1/89, 10/90, 1/99, 10/00, 12/00, 5/02, 6/04, 7/05, 5/10, 10/13

# **PALOMAR SQUARE DANCE ASSOCIATION**

## **STANDING RULES**

### **APPENDIX A. CORPORATE FILINGS**

#### **Article I (Federal Filings)**

Section A The PSDA is required to file the following forms annually with the IRS

1. 1099 - Miscellaneous Income / 1096 - Transmittal of Miscellaneous Income
  - a. If \$600.00 or more is paid to any caller, cuer or other Independent Entity within a calendar year.
  - b. Must be filed on a calendar year basis.
2. Form 990-EZ – Return of Organization Exempt From Income Tax (Short Form).
  - a. Must be filed by 15<sup>th</sup> day of fifth month after the end of the tax year.
  - b. PSDA tax year ends March 31, therefore the return is due August 15.
  - c. Current IRS rules allow e-file Form 990-N when Gross Receipts are less than \$25,000.00
3. Form 990-T – Exempt Organization Business Income Tax Return.
  - a. Due at the same time as 990-EZ.

#### **Article II (State Filings)**

Section A. The PSDA is required to file the following forms annually

1. Secretary of State - Statement of Domestic Non-Profit Corporation.
  - a. Must be filed bi-annually by the end of the calendar month of the anniversary date of incorporation, when the agent for service of process changes, and when his/her mailing address changes.
  - b. PSDA was originally incorporated on November 10, 1960, therefore filing is due by November 30 each year.
2. Franchise Tax Board - California Tax Form 199 (Exempt Organization Annual Information Statement), and Tax Form 109 (Exempt Organization Business Income Return)
  - a. Due by the 15<sup>th</sup> day of the 5<sup>th</sup> month following the close of the income year.
  - b. PSDA tax year ends on March 31, therefore these forms must be filed by August 15.
  - c. Current California rules allow e-filing Form 199-N when gross receipts are less than \$25,000.00

#### **Article III (Identification Numbers)**

- A. The Federal Tax ID Number is managed by the PSDA Treasurer and can be obtained from the President, Tax Coordinator or Treasurer if required.
- B. The State Corporate ID Number is managed by the PSDA Treasurer and can be obtained from the President, Tax Coordinator or Treasurer if required.



# **PALOMAR SQUARE DANCE ASSOCIATION**

## **STANDING RULES**

### **APPENDIX B. Blood Bank Guidelines**

#### **Article I (General Overview)**

1. The Palomar Square Dance Association shall maintain an account with the San Diego Blood Bank (SDBB), hereafter known as the “PSDA-SDBB Account”.
2. The Blood Bank Director (hereafter referred to as “PSDA BB Director”) shall represent the Palomar Square Dance Association in matters with the San Diego Blood Bank and other blood bank organizations.

#### **Article II (Purpose and Guidelines of the PSDA Blood Bank)**

1. To assist in the replacement of blood units used by those listed in Section C of the Blood Bank guidelines.
2. The PSDA Blood Bank Account receives credit for each unit donated on behalf of the PSDA through the San Diego Blood Bank via the “Family Blood Plan” guidelines. The actual donated blood is not held primarily for PSDA member’s use.
3. When a PSDA member (or qualifying family member) (hereafter referred to as “recipient”) is given blood or blood components which are acquired from the San Diego Blood Bank, the recipient may request that the PSDA-SDBB Account will be debited for the units used and no other request for replacement will be made.
4. FBP Gift Cards expire one year after blood is donated. Shortly prior to expiration, FBP Gift Cards may be donated back to the SDBB at the discretion of the Blood Bank Director.

#### **Article III (Beneficiaries)**

1. All PSDA Members, Blood Bank Life Members and their respective immediate families (spouse and dependent children) may benefit from the Blood Bank.

#### **Article IV (Procedure for Assignment of Credit to the PSDA)**

1. All eligible PSDA Members may donate at any one of the San Diego Blood Bank locations or any of its mobile units.
2. The Donor must notify the SDBB collection representative at the time of donation that he/she wishes to credit the PSDA in order that the collected unit is credited to the PSDA account. This will be recorded electronically with the SDBB main office.
3. The Donor should additionally request a “Certificate of Donation” Card at the time of the donation.
4. The Donor shall fill out the “Certificate of Donation” Card with their name, the abbreviation “PSDA”, and the particular affiliate (club name).
5. The Donor shall forward this card to the PSDA Blood Bank Director, either by direct contact, mail, scan and email, or through their club’s PSDA representative. The Donor’s name and PSDA affiliate must be entered on the card.
6. The PSDA BB Director will record donations and keep an accurate written and/or electronic (spreadsheet) file of donations for the purposes of rectifying against the SDBB records and in order to award the Blood Bank Banner.

#### **Article V (Life Members)**

1. A donor becomes a Life Member after contributing 10 units to the PSDA Blood Bank Account.

2. Life Members are entitled to the same privileges as current members, regardless of membership in a PSDA affiliate.
3. PSDA BB Director shall maintain a list of Life Members.

## **Article VI (Green Blood)**

1. Green Blood is a program within the PSDA for those who wish to participate in the PSDA Blood Bank Program, but are unable to donate blood or blood components due to donor deferral status, health, age, or personal reasons.
2. A \$25.00 donation for each unit of blood they wish to donate is deposited with the PSDA Blood Bank.
3. Each donor will receive the same benefits as whole blood donors.
4. Green Blood funds are to be maintained in a PSDA bank account but are accounted for and reported separately.
5. The SDBB does not recognize the “Green Blood” program; this is a program within the PSDA.

## **Article VII (Blood Bank Credit Withdrawal (Benefit) Procedure)**

1. Eligible recipients of PSDA-SDBB Account credit (see Article III above) must first have received blood or blood components (packed red blood cells, plasma, platelets, cryoprecipitate, bone marrow transplant) through a hospital affiliated with the SDBB, and the source of the blood product must be from the SDBB in order to receive credit from the PSDA-SDBB program.
2. The PSDA-SDBB blood bank program applies after the recipient’s insurance(s) has/have paid for their share of the blood components and applicable processing fees, and the recipient has received an Explanation of Benefits (EOB) from their insurance
  - i. The recipient’s primary insurance is initially billed for the blood product and processing fees. This is usually accomplished through the hospital’s billing department.
  - ii. The recipient has a copy of their hospital bill and their insurance’s EOB.
  - iii. A copy of the initial hospital bill and the insurance(s) EOB must first be forwarded to the San Diego Blood Bank Insurance Coordinator.
  - iv. The recipient must then request that the SDBB Insurance Coordinator notify them of the number of blood units which are eligible for credit from the PSDA-SDBB Account.
  - v. Only blood product units which are not covered by the patient’s insurance are eligible to be satisfied by the PSDA-SDBB Account.
3. The blood product recipient or their designated family member shall
  - i. Inform the PSDA Blood Bank Director of the request for PSDA Blood Bank Credit by written or email request and provide
    - a. Name of person (recipient) who received blood or blood components.
    - b. Name of hospital (must be in SDBB system) and dates of hospitalization
    - c. Date(s) for which application for credit is being requested.
  - ii. The PSDA Blood Bank Director shall send the recipient (or the designated member of recipient's family), a “Certificate of Donation”, so long as there are sufficient donor cards available at the time. One “Certificate of Donation” is sufficient to cover any units or blood products received, beyond those already paid for by the patient’s insurance.
  - iii. The PSDA BB Director shall contact the SDBB by telephone, electronically or in writing, informing them of the PSDA Blood Bank Program’s Donation of Credit, such that the SDBB may update their electronic records, as necessary.
  - iv. The recipient or the designated family member must then provide the “Certificate of Donation” to the hospital’s Blood Replacement Director, with a written request that the Hospital Billing Department issue a revised bill and EOB. A copy should also be sent to the SDBB Insurance Director. (Keeping Copies of these Cards is Highly Recommended!)

- v. There is no further need for the member or his/her family members to replace the blood used, so long as there was a PSDA Donor Card (“Certificate of Donation”) available to satisfy the recipient’s requested credits.

## **Article VIII (Processing Fees)**

1. Processing Fees pertaining to the blood products may be paid in entirety or in part by the recipient’s Insurance.
2. Processing Fees which are NOT covered by the patient’s insurance may be covered in entirety or in part from the PSDA “Green Blood” Account, at the discretion of the PSDA Blood Bank Director, provided funds are available.
3. The PSDA BB Director will advise the recipient or the designated member of the recipient’s family, that, if blood processing fees are not covered by other insurance policies, the processing fees may be paid all or in part by the PSDA-SDBB “Green Blood” Account, provided funds are available.
4. The PSDA BB Director shall direct the recipient or family member to provide a summary of billings for blood processing which have not been covered by the recipient’s insurance of Medicare. This may be obtained from the SDBB Insurance Coordinator.
5. The recipient will then provide this summary to the PSDA Blood Bank Director.
6. If approved, the Blood Bank Director will submit a request to the PSDA treasurer to issue a check directly to the member recipient from the funds available in the “Green Blood Account”.

## **Article IX (Notes)**

1. Eligibility for blood product donation is determined through the San Diego Blood Bank, following strict Federal guidelines as well as guidelines set by the SDBB Medical Director. The PSDA has no responsibility in this process, nor can the PSDA Blood Bank Director independently determine or influence eligibility for donation.
2. The PSDA Blood Bank Director shall provide the recipient with the contact information of the San Diego Blood Bank Insurance Coordinator, upon request.

# **PALOMAR SQUARE DANCE ASSOCIATION**

## **STANDING RULES**

### **APPENDIX C. Palostar Guidelines**

#### **ARTICLE I (Name)**

1. The official bi-monthly publication of the Palomar Square Dance Association will be named “Palostar”.

#### **ARTICLE II (Purpose)**

1. The purpose of the magazine is to provide interesting news and information about affiliates and dances, primarily in the PSDA area, as well as to provide advertising for associations, clubs, and commercial enterprises.
2. In addition the magazine will include information regarding PSDA events, activities, community involvement and general information of interest to PSDA members.

#### **ARTICLE III (Goals)**

1. Accuracy is of primary importance. It is the responsibility of the Palostar Publications Committee to ensure that the information and dates contained therein are complete and correct before the magazine is printed. Names and contact information for affiliate presidents, affiliate representatives, and PSDA board members shall be kept up-to-date.
2. One of the primary goals of the Palostar Committee is to increase the number of subscribers. Some of the items that increase readership are: pictures, articles, and feature stories about PSDA involvement in community events; stories about individual dancers; pictures of class members and angels; and dance related advertising.

#### **ARTICLE IV (Committee)**

1. The Editor will serve as Chair of the committee.
2. The Palostar Publication Committee will consist of at least 4 members. The members may be
  - a. Feature Writer(s)
  - b. Advertising Director
  - c. Assembly Team members
  - d. Calendar Coordinator as a standing member of the committee.
3. After receiving recommendations from the Editor, committee members shall be appointed by the PSDA President and confirmed by the Governing Body each year.

#### **ARTICLE V (Duties)**

Section A. The duties of this Palostar Publication Committee are

1. Publication accuracy.
2. Assemble, publish, and distribute bi-monthly issues of the Palostar
3. Maintain financial records and subscription lists involved with Palostar operations
4. Recommend Palostar subscription and advertising rate to the governing body as appropriate.

Section B. The Editor shall

1. Assure information, especially dates, times, and locations of dances and events are accurate and correct.
2. May consult with the President and Promotions Director when planning features, storylines, articles, and community information.
3. Be responsible for assembling and editing material for each Palostar issue.

4. Electronically configure the publication and perform other work necessary to prepare the magazine for printing.
5. Prepare and submit invoices for advertisements, additional affiliate news page, and caller & cuer listings, as required.
6. Maintain financial records of all income and expenditures of the Palostar operations and submit documents to the PSDA Treasurer by the Wednesday preceding the PSDA board meeting in those months where a meeting is held and by the 10<sup>th</sup> of the month in those months where no PSDA board meeting is held.
7. Expenditures over \$100.00 (excluding printing and postage directly used for the magazine) for any single item must be approved by the PSDA board.
8. Maintain a checking account at an approved bank or financial institution.
9. Pay, from the Palostar checking account, all financial obligations of the publication.
10. Purchase necessary equipment and supplies required for the publication of the magazine.
11. Act as Chair of the Palostar Publication Committee and call meetings of the Committee as needed to discuss the issues of the publication.
12. Receive and record new subscriptions and renewals and maintain a file and master list of current subscribers with renewal dates noted.

**Section C The Palostar Publication Committee shall**

1. Proofread to ensure that information and dates are correct.
2. Maintain the PSDA folding machine and printer.
3. Provide for printing of address labels for each month's mailing of the magazine.
4. Form an Assembly Team that will
  - a. Staple, fold, tape, stamp and label each magazine as appropriate.
  - b. Insert renewal envelope and invoice in expiring subscribers' magazine and deliver to the post office.
5. Keep the Editor posted on all expenditures and submit receipts for all expenditures.
6. Assure timely production so that members receive their copy prior to the beginning of the month.
7. Attend meetings of the Palostar Publication Committee and take part in decisions regarding operations of the Palostar publication.
8. Assist the Editor and Calendar Coordinator whenever needed.

**Section D The Calendar Coordinator shall**

1. Gather information from the President, Vice President, and Promotions Director and others regarding special dances such as installations, anniversaries, graduations and benefit dances and ensure that the information is accurate and complete.

**Section D The Feature Writers shall**

1. Consult with the Editor regarding the topics and length of articles and pictures to be included in the current publication.

**Section E The Advertising Director shall**

1. Seek advertising that is pertinent to the square dance community.
2. Other commercial advertising should also be solicited.

# ARTICLE VI (Policies and Procedures)

## Section A Fees

1. Subscription rate to be \$15.00 per year.
2. The advertising rates are
  - a. PSDA affiliates
    - i. Full Page: \$15.00
    - ii. Half Page: \$8.00
    - iii. Quarter Page: \$5.00
  - b. Commercial and non-PSDA affiliates and associates
    - i. Full Page: \$20.00
    - ii. Half Page: \$12.00
    - iii. Quarter Page: \$7.00
  - c. Caller and Cuer
    - i. List of Callers and Cuers: \$20.00 per year
    - ii. Full Page: \$20.00
  - d. Bottom Half of Back Page
    - i. \$40.00 per issue.
3. PSDA affiliates are allowed two (2) full pages in each issue of the magazine at no cost. Additional pages may be purchased at the regular advertising rates. Their primary purpose is affiliate news items, but they can be used to advertise current and future dances. The pages are to include page heading, or equivalent, containing affiliate name, logo, dance level, contact name and telephone number, plus information pertinent to scheduled affiliate dances.
4. One complementary issue of the Palostar will be given to each member (one per married couple) of a PSDA square, round, or clogging affiliate graduating class. Requests for these copies must be submitted to the Palostar Editor at least one month prior to the month of issue.
5. The Palostar will publish, without compensation, all submitted PSDA advertising and official material, including advertising for the annual Anniversary Dance.
6. Deadline for copy is the 10<sup>th</sup> of the month preceding the month of issue.
7. The Palostar will maintain a bulk postal permit with the United States Postal Service, when total Palostar mailing is 200 copies or more per month. If using bulk mailing
  - a. Sort magazine by zip code, bundle and mark as required by Post Office.
  - b. Deliver labeled, sorted, bundled and marked magazines to the Post Office.
  - c. Prepare the required paper work and pay the mailing fee
8. Checks issued to pay Palostar obligations are to be signed by an authorized Committee member whose signature is recorded at the bank in which the Palostar checking account is maintained.
9. The Palostar Editor will accept, for publication, written, submitted comments and constructive criticism pertinent to square dancing, round dancing, clogging, or administration involved with dance affiliates and associations. All material is subject to approval by the Editor and the Palostar Publication Committee. Anonymously submitted material may be rejected.

# **PALOMAR SQUARE DANCE ASSOCIATION**

## **STANDING RULES**

### **APPENDIX D. NOMINATING COMMITTEE AND ELECTION GUIDELINES**

#### **Article I (Purpose)**

1. The purpose of the Nominating Committee is to furnish a slate of candidates for the elected offices to the Governing Body. The Nominating Committee shall provide an equal opportunity for all PSDA members to be a candidate for any elected Board position of their choosing.

#### **Article II (Membership)**

1. The appointment and composition of the Nominating Committee shall be as specified in the Bylaws.

#### **Article III (Nominating Committee Procedures)**

1. Each member of the Nominating Committee shall be provided with a description of the duties of each Board position, and also with an up-to-date list of all PSDA Board members, affiliate presidents, and affiliate representatives.
2. The Nominating Committee shall canvass all incumbent Board members as to any special qualifications needed to perform the functions of their position.
3. The Nominating Committee shall canvass all incumbent Board members to determine if they are interested in standing for re-election.
4. The Nominating Committee shall contact each PSDA affiliate president and each PSDA affiliate representative to solicit names of possible candidates for the Board positions. The affiliate presidents and affiliate representatives shall be asked if they are interested in being nominated for a Board position.
5. The Nominating Committee shall request of each candidate the statement of qualifications required by the Bylaws.
6. The Nominating Committee shall be responsible for the preparation of ballots.

#### **Article IV (Election Procedures)**

1. The election shall be conducted as specified in the Bylaws.
2. After the report of the Nominating Committee is presented, the floor shall be open for any nominations. Nominations shall remain open until just prior to the election.
3. A person nominated from the floor must be physically present at the meeting to accept the nomination.
4. Newly elected officers will be introduced at the next PSDA Dance.

# PALOMAR SQUARE DANCE ASSOCIATION

## STANDING RULES

### APPENDIX E. Jamboree Guidelines

*Even though we are not currently hosting a 3-day Jamboree we are including the Jamboree Guidelines in the Standing Rules so that they may be followed if we decide to host a one, two or three day Jamboree in the future. This section has not been reviewed as part of the 2013 updates.*

#### Article I (Purpose)

1. The primary purpose of the Jamboree shall be for the enjoyment, benefit, and development of Square dancing, Round dancing, and Clogging.
2. A secondary purpose of the Jamboree is to raise funds to support the Palomar Square Dance Association (PSDA) in the promotion of Square Dancing.

#### Article II (Committee/Name)

1. The Jamboree Committee is a special committee of the PSDA, and shall be subordinate to the PSDA Governing Body.
2. The event shall be called "Jamboree By the Sea" and shall be held the first full weekend (Friday, Saturday & Sunday) in February.

#### Article III (General Chairman Responsibilities)

##### Section A. General Chairman Appointment

1. Shall be appointed by the PSDA President with the approval of the Governing Body.
2. The General Chairman should be appointed at least eighteen months in advance of the Jamboree.

##### Section B. The responsibilities of the General Chairman shall include, but are not limited to

1. Appoint the Assistant General Chairman, Treasurer, Pre-Registration Chairman, and the Door Registration Chairman. These appointments shall be approved by the PSDA governing body.
2. Appoint all other Committee Chairmen, and approve all committee members.
3. Prepare and submit a budget as outlined in Article V.
4. Chair all committee meetings. The first meeting should be held by April 15.
5. Acquire Jamboree facilities and services, and coordinate with the Facilities Chairman and Program Chairman to arrange for utilization of acquired Jamboree Facilities.
6. Present a written financial report at each PSDA general meeting.
7. Approve all expenditures as outlined in Article V.
8. Sign all contracts for budgeted items.
9. Work with the following years General Chairman to insure a full working knowledge is obtained.
10. Submit a proposed schedule of fees to be charged for approval no later than the July PSDA Meeting.
11. Insure that a flyer for the Jamboree is printed in time for distribution at the prior year Jamboree.
12. Insure that the Jamboree Committee and Program Staff are provided with all necessary badges, ribbons, passes, tickets and flyers.



## Article IV (Committee Chairmen)

### Section A. Assistant General Chairman

1. Take over, if General Chairman is unable to continue, until a new General Chairman is appointed.
2. Assist General Chairman as needed.

### Section B. Secretary

1. Keep minutes of all committee meetings, and provide copies to all chairmen, PSDA President and for files.
2. Issue notices of meetings.
3. Handle correspondence as needed.

### Section C. Treasurer

1. Shall be responsible for all Jamboree funds.
2. Make authorized disbursements and keep accurate record of all transactions.
3. Disbursements shall be made by check with two (2) signatures.
  - a. General Chairman
  - b. Treasurer
  - c. Pre-Registration Chairman
  - d. PSDA President
4. At conclusion of the Jamboree, prepare a financial statement, and submit it to the Audit Committee to become a permanent record.
5. Keep a complete set of financial records.
6. Shall prepare a monthly financial report and submit to General Chairman.
7. Shall establish and maintain a P.O. Box to be used for Jamboree business.
8. Shall immediately forward all pre-registration information to the Pre-Registration Chairman.

### Section D. Pre-Registration Chairman

1. Responsible for all registration records.
2. Send confirmation to pre-registrants.
3. Provide information regarding RVs, dinners, etc. to respective chairpersons as needed.
4. Shall prepare a monthly registration report and submit to General Chairman.

### Section E. Door Registration Chairman

1. Shall be in charge of registration and collection of all fees at the door.
2. Schedule assigned affiliate members and individual members to help with registration at the door.
3. Shall be responsible for the distribution of the Souvenir Program Books.
4. Shall be responsible for the Suggestion Box.

### Section F. Wagonmaster

1. Coordinate with General Chairman for RV parking spaces.
2. Determine how many units can be handled and assign individual unit parking.
3. Keep all RV records.
4. Coordinate RV security.
5. Be fully prepared to begin RV check-in by 9 a.m. on Friday morning.

### Section G. Assistant Wagonmaster(s)

1. Assist Wagonmaster as needed.

#### Section H. Hospitality Chairman

1. In Charge of overseeing Hospitality activities for the use of Program Staff, vendors, Jamboree Committee, PSDA Past Presidents, PSDA Past Jamboree Chairmen, PSDA Affiliate Presidents, and others designated by the PSDA President.
2. Submit an accurate list of supplies used.

#### Section I. Facility Chairman

1. Responsible with General Chairman for utilization of facilities.
2. Responsible for coordination of all necessary labor and equipment required for the physical setup of the facilities.
3. Open and secure halls.
4. Be responsible for placement of chairs, tables, and other equipment.
5. Coordinate with all other Chairmen as required.
6. Shall monitor all areas for safety, cleanliness and sound and shall notify the appropriate parties promptly of any problems.
7. Shall insure that sufficient water is available at all times.

#### Section J. Publicity Chairman

1. Responsible for preparing and distributing Jamboree Flyers.
  - a. Get information for distribution of flyers from the Blue Book, and other square dance publications. (List available from State Council)
  - b. Use Registration's list for groups from previous Jamborees.
  - c. Flyers should be distributed at all Square Dance Festivals in California, Arizona and Nevada.
2. Flyers should be ready for distribution by the August State Council Meeting.
3. Make use of free advertising for Newspapers, Radio & TV.
4. Prepare and submit paid ads to square dance publications at the direction of the General Chairman.
5. Trade-off ads require the approval of both the General Chairman and the PSDA President.
6. Submit ad copy to the Palostar Editor in advance of the Palostar Deadlines.
7. Maintain a record of trade-off ads and indicate whether the ad is for the Program Book or Palostar.

#### Section K. Program Chairman

1. Provide the Following, subject to the approval of the General Chairman:
  - a. Schedule program staff and dance levels for all halls.
  - b. Acquire and schedule Exhibition Groups and/or entertainment as directed by the committee.
2. Coordinate with facilities for providing sound for all halls.
3. Provide a complete program to the Souvenir Program Chairman by January 1.
4. Mail information and itinerary to all program staff.
5. Arrange for local transportation, lodging, escorting between halls, supplying water, and general assistance for the comfort of the program staff.

#### Section L. Advertising Chairman

1. Secure advertising from hotels for the flyer, and provide that information to the Publicity Chairman and General Chairman by May 1.
2. Secure ads for the Souvenir Program Book. Rates shall be established by the Jamboree Committee.

#### Section M. Souvenir Program Chairman

1. Establish the size of the Program Book.
2. The Program Book shall include:
  - a. Advertising
  - b. Program
  - c. Caller and Cues List
  - d. Articles of interest
  - e. Facility Map
  - f. Vendor list
  - g. Donors of prizes
3. See that program is printed and collated prior to the Jamboree.
4. The outside back cover is always reserved for the immediately following Jamboree.

#### Section N. Special Services Chairman

1. Provide First Aid equipment to all halls.
2. Sell and assemble Bars and Badges.
3. Make available information on restaurants, churches, local attractions, and emergency numbers.
4. Provide Message Board.
5. Shall be responsible for Lost and Found.

#### Section O. Vendor Chairman

1. Contact potential vendors
2. Select vendors, with approval of the General Chairman.
3. Collect Vendor Registration forms and fees, and submit fees to the Treasurer, and parking requests to the Pre-Registration Chairman.
4. Coordinate with facilities chairman for booth spaces, etc.
5. Establish setup and take down schedules, with take down not to start before end of dance program.
6. Provide for approved complimentary booth spaces
7. Vendor fees to be established by the Jamboree Committee.

#### Section P. Promotions Chairman

1. Prepare a set of guidelines for the operation of the raffle.
2. Responsible for raffle prizes, including:
  - a. obtaining the prizes
  - b. determining prize packages
  - c. preparing raffle flyers
3. Responsible for control of the raffle tickets, including:
  - a. arranging for the printing of the raffle tickets,
  - b. distribution of raffle tickets,
  - c. reconciliation of returned raffle tickets and monies,
  - d. coordinate sale of raffle tickets at the Jamboree with the Door Registration Chairman.
4. Shall conduct the raffle drawing and notification of winners. The drawing shall be held on Sunday morning in a public area.
5. At the conclusion of Jamboree a report shall be prepared for the General Chairman listing the total number of tickets sold and an accounting of the number of tickets sold by each PSDA Affiliate.
6. Provide a list of winners and prizes to the Palostar Editor for publication in the March Palostar.

#### Section Q. Other Committee Chairmen

1. The General Chairman may appoint other committee chairmen, such as Decorations, Fashion Show, Grand Marshal, Solo Coordinator, etc. as desired, and assign duties to those chairmen.

## **Article V (Finance)**

### **Section A. Budget**

1. The General Chairman shall prepare and submit a line item budget showing all proposed income and expenses to the PSDA governing body.
2. The budget should be submitted as soon as possible but no later than the May PSDA meeting proceeding the Jamboree. No funds can be expended until the budget is approved, except:
  - a. Funds up to the amount of \$50.00 may be used for publicity.
  - b. Funds for any other expenditures prior to budget approval must be approved by the PSDA Board.
3. The Budget should be divided into detailed line items, in accordance with the attached Chart of Accounts.
4. Once the budget is approved, the General Chairman has the authority to approve all expenditures that are covered in the budget.
5. The General Chairman may approve an increase of a budgeted line by 10% as long as the total expenditures for all line items remain the same.
6. If a line item increase causes total expenditures to exceed their budgeted amount, the items in question are to be brought before the PSDA Governing Body for pre-approval.

### **Section B. Checking Accounts**

1. The Jamboree shall use two checking accounts, one for the even numbered years and one for the odd numbered years.
2. It is the responsibility of the Treasurer to maintain the checking account. All checks are to be written by the Treasurer.
3. All checks require two signatures. The authorized signatories are the General Chairman, Treasurer, Pre-Registration Chairman and the PSDA President. If a couple is serving in an office, or as a chairman only one person may be a signatory.

### **Section C. Disbursements**

1. All requests for funds must be made to the Treasurer and include a voucher and receipts. No payment will be made without the proper forms.
2. The Treasurer will submit all vouchers to the General Chairman for approval.
3. Only items listed in the budget or approved by the PSDA governing body will be approved for payment.
4. All requests for advances must include a voucher listing who and what the advance is for. Receipts must be turned in as soon as possible.

### **Section D. Audit**

1. At the February meeting the PSDA President shall appoint an audit committee of at least two representatives or officers only one of which may be a Jamboree committee member.
2. The General Chairman shall turn all books and reports over to the audit committee as soon as possible, but no later than April first.
3. The Audit Committee will perform the audit and submit a written report at the May PSDA meeting for approval.
4. After approval of the audit report, the books are closed. \$2000.00 is left in the current Jamboree checking account. The remaining surplus shall be returned to the PSDA.
5. Surplus supplies shall be used for the following Jamboree.

## **Article VI (Affiliate Responsibilities)**

1. The Jamboree is a major undertaking and it can only be accomplished with the help of all PSDA affiliates. It is vital to the success of the Jamboree that all affiliates participate.
2. Each affiliate will be notified by the General Chairman of the various duties to be performed at the Jamboree. The affiliates will then express their preferences for these duties.
3. The duties will be assigned by the General Chairman based on the order the requested preferences are received and the needs of the Jamboree.

4. Affiliates that do not express a duty preference will be contacted by the General Chairman and offered their choice of the remaining duties.

## **Article VII (Miscellaneous)**

1. All committee chairmen and co-chairmen will receive complimentary admission to the Jamboree.
2. Past PSDA Presidents and Past Jamboree General Chairmen shall have free lifetime admission to the Jamboree.
3. Listing of these positions does not preclude the General Chairman from appointing other positions or committee members as needed.
4. Each Chairman should pass on a list of duties to their successors.
5. Each Chairman is encouraged to recruit and train an assistant who will be capable of assuming the chairmanship in the future.

## **Article VIII (Jamboree Surplus Distribution Plan)**

### **Section A. Purpose**

1. The Purpose of this plan is to provide for the distribution of surplus Jamboree funds to the PSDA affiliates in proportion to their support of the Jamboree.

### **Section B. The plan will function as follows:**

1. To receive any of the surplus funds, an affiliate must have performed assigned tasks at Jamboree, as outlined in Article VI.
2. In addition, to receive raffle ticket shares, an affiliate must have sold at least one raffle ticket.
3. After all expenses have been paid and the audit report approved, the Jamboree Treasurer will turn all surplus funds over to the PSDA Treasurer.
4. The PSDA will Distribute the surplus funds as follows:
  - a. The PSDA will retain the first \$3000.00 or 40% of surplus, whichever is greater, for the promotion of Square Dancing.
  - b. 30% of the remaining surplus balance will be distributed equally to all PSDA Affiliates who have performed their assigned Jamboree responsibility.
  - c. The remaining 70% of surplus balance will be divided by the total number of raffle tickets sold by affiliates. (Tickets sold by the pre-registration chairman, or at the Jamboree will not be included). This will give each raffle ticket a monetary value or "Share". Shares will be distributed to each affiliate based on the number of raffle tickets sold by that affiliate.
  - d. All raffle tickets must be sold in accordance with the Jamboree guidelines. In the event of a dispute regarding the number of tickets sold, the Jamboree Promotions Chairman's ruling will be final.
5. All surplus funds must be used for the promotion of Square Dancing.

## **Article IX (Amendment)**

These guidelines may be changed/amended upon a majority vote of the PSDA Governing Body (present) at any regular or special meeting of the Governing Body. (2/83)

Adopted: 8/81

Amended: 9/82, 11/82, 2/83, 3/89, 1/99, 11/01

# **PALOMAR SQUARE DANCE ASSOCIATION**

## **STANDING RULES**

### **APPENDIX F. JAMBOREE STRATEGIC PLANNING COMMITTEE GUIDELINES**

#### **Article I (Purpose)**

1. The purpose of the Jamboree Strategic Planning Committee is to further the purpose of the Jamboree by administering areas that require action beyond the current Jamboree.
2. Committee will also solicit and evaluate ideas from the general PSDA Membership for the continuing improvement of the Jamboree.
3. Except as otherwise prescribed in Article IV the Jamboree Strategic Planning Committee has no oversight of the current year Jamboree. The current year Jamboree is defined as the one scheduled for the upcoming February.

#### **Article II (Membership)**

1. Membership shall consist of all Past Jamboree General Chairmen who are active members of PSDA Clubs, the Current PSDA President, and the current Jamboree General Chairman.
2. Any future Jamboree General Chairman may attend the meetings as a non-voting member.
3. If at any time the combined membership of the Committee drops below five, the PSDA President can appoint members at large to bring the active Committee to five members.

#### **Article III (Meetings and Officers)**

1. The Committee will meet as often as necessary , with at least two meetings a calendar year.
2. The Committee will elect its own Chairman who will serve for one year. There will be no limit on the number of terms.
3. The Committee Chairman is responsible for presenting the Committees recommendations and decisions to the PSDA Governing Body.
4. The Committee shall elect a secretary who will keep the minutes. The Committee Secretary shall forward a copy of the meeting minutes within 2 weeks to the Committee members.

#### **Article IV (Responsibilities and Duties)**

Section A. The Jamboree Strategic Planning Committee shall have the following responsibilities:

1. The evaluation and planning of the overall Jamboree Strategy. This Committee should focus on improvements that will be implemented in future years.
2. The evaluation and selection of facilities.
3. The selection of featured callers and cuers.
4. The evaluation of hotels and vendors when it would be to the PSDA's advantage to enter into a long-term agreement covering several Jamboree's.
5. Providing advice and guidance to the current Jamboree Committee when requested by that Committee.
6. Perform an annual review of the Jamboree Guidelines.

Section B. Contracts

1. All contracts must be approved in accordance with PSDA Bylaws and Standing Rules.