



Capital Swing Dancers Board of Directors Policies and Procedures

Revised through January 23, 2010 board meeting.

It is the intent of this document to set out how the Board of Capital Swing Dancers (CSD) conducts club business and to elaborate on the responsibilities of each officer and director. These policies and procedures should be reviewed by incoming Board members when they take office and on a regular basis throughout their term.

Ongoing decisions should be made regarding whether policies should remain or be revised. This manual also should be revised and updated as additional policies and procedures are adopted.

These policies and procedures are based on the motions and decisions made by the CSD boards; however, the by-laws take precedence over the policies and procedures manuals in the event of conflicting language.

Note: The Vice President is responsible for updating this document on an annual basis by the January board meeting.

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POLICIES

Objective of Capital Swing Dancers

CSD's mission statement is "To promote and teach west coast swing and other related dances." As such, CSD is a swing dance club and should focus on swing dancing.

Membership Fees

Membership fees are currently:

- Individual members - \$35
- Couples ----- \$60

Note: Couples memberships have been defined as two persons living at the same address who wish to share a membership. Couple memberships receive only one newsletter at the primary cardholders address. Couple memberships may be issued to two members of the same family who live at the same address.

For members who serve on the Board—either in an elected or appointed position—any remaining time on their membership will be extended beyond the duration of their term in office, during which time membership fees are waived.

Anniversary Dates

Membership anniversary dates will be based on the date the membership card is issued.

Expiration Notices

The membership chairperson will send reminder notices for expiring members on a monthly basis.

Replacement Membership Cards

Replacement membership cards cost \$1.00.

Access to Membership List

Access to the full membership list (i.e., anything besides full name and membership expiration date) is restricted to the Board and committee chairs. The membership list is strictly for club business and may not be used for personal matters. Any deviation from this policy requires Board review and approval prior to use.

Publication of Professional and Personal Membership Directories

CSD may publish membership directories based on the approvals indicated on membership application forms.

Monthly Dance and Scheduled Workshops

Admission Cost

Discounted admission costs to Capital Swing Dancers monthly dances are offered to CSD members and members of any other organized swing dance club.

Dance costs are currently:

Swing Club members with ID (as listed above) - \$7

All others 18 and over - \$10

Students under 18 with ID - \$5

Note: A current membership list with names and membership expiration dates will be available at the door for verification of membership.

Dance Discount Cards

Dance discount cards for five pre-purchased dances at \$25 are available with the guidelines described below:

- Only current, active CSD members have the privilege to purchase them.
- Discount cards are not valid for use at the December or February dances.
- A separate table will be available for purchasing the discount cards.
- Discount cards are not available for purchase by members of other dance clubs.
- When members present the cards at the dance they must have a current membership or the dance card will not be valid. (The member will have to renew the membership to use the dance card. Otherwise, admission will be charged at the non-member rate of \$10.)
- Discount cards are time-sensitive and expire 1 year from the date of purchase.
- Discount cards are nontransferable and nonrefundable.
- CSD is not responsible for lost, damaged, or stolen cards.

Free Beginning WCS Lesson at Every Monthly Dance

CSD will offer a free beginning WCS lesson before every dance.

Ticket Sales and Admission

For the purposes of maintaining CSD's not-for-profit status, the IRS requires all attendees to sign in at each club-sponsored function.

The membership chair will provide a current membership list for use at each monthly dance to verify membership when determining admission costs. This list will only include names and expiration dates.

Tickets for entrance to the dance will not be sold after 9 p.m.

Free Dance Admission for Certain Volunteers

Certain volunteers receive free admission to CSD dances. This includes CSD’s webmaster, photographer, videographer, contest coordinator, and judges. Others at Board’s discretion.

Dancers invited to give an exhibition dance also are given free admission to the dance.

Members helping at a single dance will *not* receive free admission to the dance. However, if they volunteer for four hours either during the dance or over a period several dances, they will receive a free dance pass for a future dance. Membership chair will maintain volunteer hour list.

Dance Passes

Current members only may use dance passes received for a birthday drawing or for board-approved volunteer work. Generally, free dance passes are given to non-members to encourage them to consider membership.

Spectators

Spectators will not be charged as long as they do not dance.

Workshop Fees

Current workshop costs are included in the table below. Prices vary by workshop instructor

Status	1-hr Workshop	1-hr Workshop & Dance	2-hr Workshop	2-hr Workshop & Dance	4-hr Workshop per Session
CSD members	Free	\$7	\$	\$	\$
Members of other swing clubs	\$5	\$10	\$	\$	\$
All others 18 & over	\$10	\$15	\$	\$	\$
Youth (under 18)	\$5	\$8	\$	\$	\$

Note: CSD will not schedule workshops during dances that fall on the weekend of a major convention (for example, Boogie by the Bay).

- 3.1 There will be no free multi hour workshops for CSD Board members when the instructor is being paid.

- 3.2 Any observers, who come to watch someone dance during the club dance, may come in free the first time. After that, it is on a case by case basis as to not to discourage the dancer from coming to the dance.
- 3.3 “Prices vary by workshop” The price of admission for the intermediate and advance workshops will be set by the Board.
- 3.4 One hour workshops given by local (definition: no air fare/hotel has to be paid by the Club) instructors are free to CSD members.

Refreshments

The Activities Chair will be allowed \$20 per month for the purchase of light refreshments for the monthly dances.

Security

Fair Oaks Parks & Recreation # 240-3651

Contests

CSD requires a minimum of three couples to hold the monthly dance contest. If necessary for Jack and Jill contests, one person may compete with two partners to meet the three-couple minimum

Reporting Contest Winners to the Newsletter Editor

The contest coordinator is responsible for reporting contest winners and judges to the newsletter editor and scheduling a photo opportunity after the contest results are announced.

Reporting Birthday Winner to the Newsletter Editor

The Activities Chairperson is responsible for reporting the birthday contest drawing winner to the newsletter editor.

Reporting Volunteers at Dances to the Newsletter Editor

The Activities Chair is responsible for reporting dance volunteers to the newsletter editor and scheduling a photo opportunity during the dance.

Presentations, Demonstrations and Exhibitions

On Occasion where a member or non-member would like to make a presentation, perform a demonstration or an exhibition during a monthly dance the request must be submitted to the CSD Board no later than one week prior to the monthly Board Meeting prior to the dance in question. CSD encourages requests to be submitted as early as possible to avoid scheduling conflicts. The CSD Board may at their discretion decide a presentation; demonstration or exhibition at a monthly dance would not be appropriate and decline the request.

Videotaping and Selling at CSD Functions

Videotaping and selling of products for personal gain is expressly forbidden for both members and non-members alike.

Financial Matters

Responsibility

Board members are financially responsible for any club expenses that are in excess of available club funds.

Yearly paperwork must be organized by year and maintained in a plastic storage box for a minimum of 7 years, according to regulation of non-profit organizations.

Bank

CSD's current banking accounts are held with Bank of America at the Foothills Farms Branch at 5310 Auburn Boulevard, Sacramento, CA 95841.

Tax Returns, Including 1099 Forms

Tax returns must be submitted by midnight on May 15th of each year. In order to prove proper filing, returns may be filed by certified mail only. The treasurer must present to the Board the prepared tax returns for approval no later than the April board meeting.

Tax returns must be signed by the person who prepares the taxes. In the event that the taxes are prepared by an outside contractor, the Treasurer or President must sign the returns. The treasurer and secretary both will maintain copies of the tax returns.

1099 forms must be postmarked by the last day of February of the following year. 1099 forms must be prepared for any individual who receives \$600 or more of taxable income from CSD in the previous calendar year. The form requires the Social Security Number for the recipients. The treasurer is responsible for obtaining these for any individual whom we pay taxable income and identifying who should receive a 1099 form at the end of the year.

Handling Money

During dances and workshops, only the Treasurer or a designated representative may handle money.

Two people at a time may work the money boxes at our monthly dances. If a designated representative (i.e., a club member who is selected by a board member to fulfill the money-handling responsibilities at a dance) handles money, they must have a second club member present. Under no circumstances may a non-member handle money for the club.

Convention funds only may be handled by the Treasurer, Convention Chair, or a designated representative.

Monthly Dances

Seed money for the petty cash box at the monthly dances will be \$125. At the treasurer's discretion, this amount for the petty cash box may be increased (for example, if the club is having a 4-hour workshop that will involve more revenues).

Monthly dance revenues will be deposited at the bank within 1 week (7 days) of the dance.

Returned Checks

Returned checks will incur a \$30 charge in addition to the original check amount.

Items That Require Expenditure of Club Funds or Affect Club Revenue

Birthday of the Month Drawing Dance attendees with a birthday during the same month as the current monthly dance may sign up for a drawing at the admission table. The Membership Chair draws a name and provides a pass granting free admission to a future dance for the winner. The recipient is awarded during the dance.

Convention Chair Fees The convention chair is paid a base salary of \$2,000. In addition, the chair receives 25 percent of the net profits, not to exceed \$2500, for a grand total of \$4,500 possible. (All cash receipts and expenses for any single convention.)

DJ Expenses CSD pays DJ expenses on a case-by-case basis, as negotiated with individual DJs.

Insurance CSD pays the insurance on an annual basis for liability coverage for club-sponsored events such as our monthly dances. In addition, the insurance policy must cover the annual convention. Current insurance information is as follows:

Company: Northern Insurance Company of New York (A Zurich Company)

Agent: Titus-Leavitt Insurance & Financial Services
2068 Talbert Drive, Suite 100
Chico, CA 95928
(530) 895-1572

Premium: \$1,053 per year for \$2M/\$4M coverage, no alcohol on premises

Expiration: May 1, 2006

Note: The 2001-2003 CSD board researched obtaining additional Directors and Officers insurance; however, it was determined to be too costly.

Membership to National Swing Dance Organizations Capital Swing Dancers will retain its status as a member in good standing of The World Swing Dance Council. The cost of membership is currently \$200 per year. CSD club belongs to the National Association of

Swing Dance Events (NASDE), whose dues are currently \$1,200 per year. These costs are budgeted from and paid by the convention account.

Note: Entrants in NASDE competitions must be 18 years or older.

CSD is a member in good standing with the National Fast Dance Association. The cost of membership is split between the monthly dances and the convention as determined by the treasurer.

Newsletter CSD will reimburse or pay for production, printing and mailing costs of newsletter. Refer to the separate publication, *Capital Swing Dancers Newsletter – Policies and Procedure*, for detailed information on the newsletter.

Photography The photographer provides scanned images to the newsletter editor and web master.

Note: Photographs taken during the annual convention are included in the convention budget.

Post Office Box CSD maintains a post office box to conduct club business. The mailing address is PO Box 3333, Citrus Heights, CA 95611-3333. The box is located in the Citrus Heights Main Office branch at 6330 Fountain Square Dr, Citrus Heights, CA 95621. The phone number is 916-725-1290. Current semi-annual rates for the post office box are \$26. The payment is for a full year (due in March).

Storage Space CSD pays \$85.00 for storage space. CSD uses this space to store items used for the annual convention (\$37) and at monthly dances (\$48). This cost is split between the convention account and the general fund of the club. Current storage space information is as follows:

Name and location: CA Storage Center, 4245 Sunrise Blvd. Fair Oaks, 95628

Unit information: #4614 Keys are held by the President, Treasurer, Secretary, Sargent-at-Arms and Convention Chair

Fair Oaks Community Clubhouse CSD pays Fair Oaks Parks & Recreation \$590 for monthly rental of the main floor which includes the stage, foyer, restrooms, and kitchen. Rent is paid four (4) months in advance.

Fundraisers Locations will be disclosed where money raised by a Club fundraiser goes.

Merchandise Inventory and sales records will be coordinated by the Merchandise Coordinator supervised by Activities chair.

Annual Convention

Transferring Funds between the Convention and General Funds In the event that the monthly club dance general fund falls below \$2,000, money will be transferred from the

convention fund to maintain a \$2,000 balance. The treasurer will advise the Board when making such a transfer.

Vendor Fees at the Annual Convention Vendor fees at convention will be negotiated by the Convention Chair. This fee will not require the vendor to provide an auction gift and vendors will continue to receive meals.

Hiring Policies Hiring for the convention is at the sole discretion of the convention chair, who is responsible for contracting with appropriate staff and vendors to run the convention.

CSD Correspondence

All CSD correspondence should be on CSD letterhead.

Representative to NASDE

The Board will appoint the representative to NASDE. Dani Canziani, **Convention Chair** is the current board-appointed representative.

Privileges Assigned to Board Members and Standing Committee Chairs

Board members and standing committee chairs (as described in the bylaws) will receive the following privileges from Capital Swing Dancers during their term of office:

- Free membership
- Free admission to dances and one hour workshops.

Note: These privileges may not include food costs.

Liaison with Conventions by Other Clubs and Organizations

CSD will distribute all tickets to club members on a first-come, first-served basis for those convention tickets that the convention liaison receives.

Lifetime Membership

Certain members have been designated lifetime members because of their substantial contribution to Capital Swing Dancers. Lifetime members receive the privileges assigned to board members and standing committee chairs, in perpetuity. New inductees should be given plaques to honor their lifetime contributions to CSD.

The Board will maintain a plaque that contains all the names of the lifetime members for display at the monthly dances and other CSD functions. When a new lifetime member is inducted, that person will be invited to an upcoming dance to be presented with a plaque and his or her name will be added to the plaque of all the lifetime members of CSD.

Currently, CSD's lifetime members are as indicated below:

- . John Montiero ,
- . Joe Becerril,
- . Mike Gallo,
- . Linda Yacaparo,
- . Dottie Lovato,
- . Eddie Lovato,
- . John Lee,
- . Janet DiPino 1993,
- . Sheryl Zazzi 1993,
- . Tony Fontes,
- . Gerry Fontes,
- . Ted Colbert,
- . Dusty Young (posthumously),
- . Donna Young,
- . Linda Infante 2005,
- . Donna Andrade 2005,

- . Dani Canziani 2006

- . Paul Canziani 200.

- . Keli Rutherford 2006

PROCEDURES

Changes to the CSD By-Laws

Changes to the CSD by-laws may be made by any CSD member in good standing. A requested change must be:

- Submitted in writing to the CSD Board
- Printed in the newsletter, and
- Voted on by the general membership.

Changes are passed by a simple majority vote of the members who participate in the voting process.

Elections

An election committee of three persons to oversee the election is selected through discussion among Board members. The committee is generally selected from those who are known NOT to be running for any office. The committee's responsibility is to recruit members to run for office and to conduct the election.

The general timetable (on a biannual basis) for elections has been:

- Select a nominating committee in August.
- Announce the election in the last newsletter before the September dance.
- September and October prior to election year, conduct open nominations, which will be closed at the end of the October dance.
- Publish nominees in next newsletter published after December.
- Hold a general membership meeting during the January dance to conduct elections.
- Officers take office, in accordance with the by-laws, at "the first meeting in March."

Eligibility for Office

Per the CSD bylaws, "All elected officers shall be an active member in good standing."

Replacing Officers Who Cannot Finish the Term

In the event that an elected officer cannot finish the term and there is not more than 1 year remaining in the term, the Board may make a permanent appointment. However, if there is more than 1 year remaining in the term, the Board may make an interim appointment and then must advertise the vacancy for a general election. Any appointment is considered interim until an election is held. If nobody comes forward to run for office, the Board may appoint a permanent replacement or make the interim replacement permanent.

Officers and Committee Chairs

The duties of officers (elected positions) and committee chairs (positions appointed by the board) are generally stated in the bylaws. Those duties are generally described and more specifically described by position in the discussion below.

Membership Dues for Officers and Committee Chairs

Officers and committee chairs receive free membership for the duration of the term they serve.

Note: For members who serve as board member—either elected or appointed—any remaining time on their membership will be extended beyond the duration of their term in office.

General Duties of Officers

Each board member must submit a monthly report for the newsletter.

The board reserves the discretion to extend the privilege of free membership or dance admission to other members.

President (elected)

Chairs board meetings; handles emcee duties at dances; negotiates facility rent on behalf of the Club; signs contracts.

Vice President (elected)

Assumes President's duties in the absence of the President. Annually updates the policy and procedures manual.

Secretary (elected)

Picks up mail at the post office and distributes it to the appropriate persons. Prepares minutes of Board meetings and distributes them to Board members along with a list of action items and proposed completion dates undertaken by each Board member during meetings. Retains copies of all approved minutes for reference. Files domestic filing (form to maintain not-for-profit status) with the Secretary of State of California. Maintains copies of domestic filings. Along with treasurer, maintains copies of tax returns for a minimum of 7 years.

Note: At time of publication, filing forms were located under http://www.ss.ca.gov/business/corp/corp_amdtnpinfo.htm.

Treasurer (elected)

Deposits proceeds from dances; maintains club bank accounts; prepares monthly reports for the board detailing club financial status and convention financial status. Prepares

information for a club budget. Prepares federal and state tax returns. Maintains copies of tax returns and insurance policies.

Sergeant-At-Arms (elected)

Maintains order at Board meetings; verifies that dance attendees have paid and/or asks them to pay. Responsible for ensuring that security is present at dances. Enforces Robert's Rules of Order at Board meetings.

Activities Chairperson (elected)

Secures volunteers to run registration desk and refreshment counter at Club dances. Responsible for the activities at dances, including workshops and coordinating birthday contest drawing (and providing results to the newsletter editor). Secures DJ for dances. May schedule other non-dancing social events as appropriate.

Membership Chairperson (elected)

Receives applications for membership at dances and through the mail. Maintains new membership packets. Maintains a written log of memberships and issues membership cards. Maintains club database and prints mailing labels for newsletter. Sends reminder notices to expiring members. Provides membership lists and other member-related reports to board members and chairpersons on an as-needed basis.

Sunshine Chairperson (appointed)

Sends appropriate greetings to club members to recognize significant life events (for example, engagements, births, deaths, and accidents).

Workshop Chairperson (appointed)

Schedules workshop instructors and negotiates fees for the upcoming year, including instructors for the free beginner workshops.

Contest Coordinator

Coordinates monthly contests at club dances, including scheduling judges, registering contest participants, leading contest meetings, and tabulating scores to determine placements. Forwards names of winners and of Judges to newsletter editor.

Convention Chairperson (appointed)

Generally is responsible for any and all aspects of the Convention. Historically, the Convention Chair has been given full autonomy to run the Convention as that person felt it should be run. Items have occasionally come up which the Board felt needed Board input and final decision. The Convention Chair has provided a complete, balanced budget to the Board.

Effective July 10, 2000, the convention chair has been directed by the board to create documentation and guidelines for the position.

Responsibilities of the Convention Chair (and accompanying Convention staff) include: judges, contest sign-ups, contest music, J&J contests, awards ceremony, invitational contest, workshop instructors, contest numbers, DJ, emcee, video, vendors, NASDE (via NASDE representative), hospitality suite, activities, lost & found, security for ballrooms (door and floor coverage), early bird dance, sale of workshop tickets, workshop door coverage, ticket pickup (will-call), host tags, t-shirt sales, monitor convention, awards, pay all bills, food coordinators, logistics & lighting, activities, convention ticket sales, pick up of all money, oversee budget, coffee shop hours, host tags, wristbands, program, signs, raffles, decorations, and doors.

Note: *This position cannot be a voting position as specified in the bylaws. A new chairperson will be appointed to a two-year minimum term. CSD will not compensate the chairperson for the first year of service. The second and any consecutive years will be reimbursed with a \$2,000 base salary plus 25 percent of the net profits, not to exceed \$4,500 total compensation.*

Convention prices are as follows:

- Weekend pass: \$125
- Daily pass: \$75.
- Spectator pass: \$15.
- Late-night pass: \$30.
- Thursday night early bird dance: \$5 for weekend pass holders, \$10 for others.
- Sunday night dance at convention: Free to weekend pass holders, \$10 after 6 p.m. for others.
- **Workshops:** \$5 per workshop for weekend pass holders, \$15 for others w/out pass.
- **Contests:** \$50 Showcase & Classic, \$40 Strictly Swing, \$15+1 for J&J. No fee for Juniors

Note: Some of these prices are subject to variation, depending on the specific day and time. These are provided strictly for informative purposes and may be subject to change at each convention at the discretion of the Convention Chairperson and the Board.

Convention Tickets Liaison (appointed)

Responsible for securing tickets from other club and private conventions and providing them to members. Also provides the tickets to the CSD convention.

Historian/Librarian (appointed)

Responsible for collecting copies of the club newsletter, photographs and other memorabilia in viewable formats. Maintains the CSD videotape collection **and borrowing library of videotapes and DVDs. Only members may rent videos/DVD with a \$20 deposit refundable when the media is returned at the next month's dance.**

Newsletter Editor (appointed)

Responsible for preparing and E-mailing newsletter, including writing and obtaining articles, pictures, and advertisements.

Refer to the separate publication, *Capital Swing Dancers Newsletter – Policies and Procedure* for more information about this position.

Photographer (appointed)

Responsible for taking pictures at all Club dances and activities. Pictures from any other venue of general interest to club members are also welcomed.

The Photographer should take enough photos for scrapbook and newsletter uses, with focus on action shots and group trophy shots.

Web Master (appointed)

Responsible for the creation and maintenance of the CSD web site. Updates the web site as needed. Interacts with the internet service provider as required.

Note: The web master is privy to the username and password information for the web site host. This information is necessary to change the contents of the web site. It is important to ensure that this security information is passed along to a new web master and also should be maintained by the President, Treasurer, and Secretary, in order to ensure that it is not lost. The password should be changed once a year.;

Newsletter Publication

Newsletter Editor's Role

The newsletter editor makes the final decision in all matters related to the newsletter, including—but not limited to—grammar, content, appropriateness, and layout.

Publication Schedule and Deadline

The newsletter editor should advise the Board of the publication schedule and deadlines for the entire year at the beginning of the year.

The newsletter will be published **monthly** and will cover items regarding the month prior to the publication date plus information about upcoming CSD and swing dance-related events of interest to the general membership.

The deadline for submissions will be **the Friday following the monthly dance.**

Preparing Mailing Labels for the Newsletter

The Membership Chair will prepare mailing labels for the newsletter that include membership expiration dates. The newsletter will have wording to point this out.

Preparing the Newsletter

The separate publication, *Capital Swing Dancers Newsletter – Policies and Procedure*, contains detailed information on preparing the newsletter.

Advertising Fees

Advertising fees are as follows:

- Full page - \$15
- Half page - \$7.50
- Half page on back cover - \$10
- Quarter page - \$5
- Business card - \$3

Note: Up to $\frac{1}{2}$ of a page is allocated to special announcements for the convention ticket liaison's use to announce events for which we have tickets for sale.

Newsletter Allocations

In addition to copies E-mailed to members, newsletter allocations are as follows: 10 hard copies to the membership chair, CD copies to the historian/librarian, A copy for the newsletter editor, and additional hard copies to the publicity chair as needed. CD's or files are held by the newsletter editor and sent as needed.

Newsletter published separately from membership at \$2 per issue.

Dances

The membership chair will provide a current membership list for use at each monthly dance to verify membership when determining admission costs. The list will be alphabetical and will include only names and expiration dates with a line for the attendee's signature.

Note: The sign-in sheets are required by the insurance carriers.

Post Office Box Mail Collection

CSD maintains a post office box to conduct club business. The mailing address is PO Box 3333, Citrus Heights, CA 95611-3333. The box is located in the Citrus Heights Main Office branch at 6330 Fountain Square Dr, Citrus Heights, CA 95621. The phone number is 916-725-1290. It is the responsibility of the Treasure and Convention chair to ensure that the mail is collected at an appropriate interval.

Monthly Board Meetings

Board members are required to attend monthly board meetings. The board may dismiss a board member who misses **three** board meetings without cause within the period of a year. Board members who will be on vacation should advise the Board, not only because they will be absent

for a monthly board meeting, but to alert the board in the case of any business that might be conducted via e-mail while they are unavailable.

Members may receive copies of the minutes in person at the board meeting in which the minutes are distributed or via e-mail only. To keep costs down, archived minutes cannot not be printed or mailed to a member.

Minutes will be provided to the board within 1 week of the meeting.

Meetings are currently at 7:30 pm on the Monday prior to the monthly dance. They generally are held at the SMUD building on 65th Street. Attendees may be required to sign in with the SMUD security desk before entering the conference room.

Conducting Board Business by E-Mail

In order to expedite the monthly board meetings, respond quickly to time-sensitive issues, and reduce board meeting time spent on irrelevant or extraneous information, the Board may choose to use e-mail as a means of communication. All board members are expected to have access to an e-mail account for this purpose.

Conditions for Using E-Mail to Vote

E-mail may only be used to vote on a board decision for matters that are too urgent to be addressed at the next regular board meeting. In other words, they must be time-sensitive.

E-Mail Voting Should Be Used Sparingly

This procedure should be used only when a matter comes to the attention of the board in between regular meetings and requires a decision before the next board meeting. This process has the capacity to generate excessive e-mail for board members and the potential for being very inconvenient—it should be a last resort measure. Furthermore, it is vital that board members keep each other aware of times when they might not be available by e-mail (for example, being on vacation).

Procedure for Using E-Mail to Request a Board Vote

The submitter is responsible for providing all necessary information in a single e-mail to the voting board members only. Committee chairs may or may not be included at the discretion of the submitter. The submitter's e-mail request for a vote serves as a first and second motion to vote on the matter. The beginning of the e-mail should include a columnar list of all voting members, so that they can respond "yes," "no," or "call for discussion" in the same place and with as little confusion as possible. An e-mail vote passes with the same simple majority that is used at regular board meetings.

Each voting member should reply to all when responding. If a member calls for discussion, all members must vote again, after the discussion is completed to the satisfaction of all members. It is important to reply to all board members in the course of a discussion of this nature.

If a board member has not responded by e-mail and the submitter requires immediate response, the submitter should contact the board member by telephone. The submitter must attempt to contact by telephone or other means any board member who has not responded by e-mail before a decision may be made. Either the submitter or the board member participating by phone should send an E-mail to all board members to advise them of that board member's vote or discussion. Any e-mail vote requires a minimum of 24 hours for all voting board members to respond, unless a majority already has been attained.

The submitter will send the Secretary a final e-mail that includes what was voted on and a tally of the voting results by board member. The submitter also would introduce that e-mail into the minutes during the next regular meeting under "Unfinished Business." A copy of the e-mail would then be included in the next minutes that are circulated electronically to the board members for approval at the following meeting.

Procedure for the Selection of Lifetime Members

The CSD board shall appoint an advisory committee from volunteer Life Members to review Lifetime membership applications. The Advisory committee shall consist of three to five CSD Life Members. The volunteers will be called upon as needed to complete each review.

The honor of Lifetime membership in the Capital Swing Dancers club shall be awarded only to those individuals who have made a significant sustained and outstanding contribution of time, energy and/or resources to promoting West Coast Swing in general and to Capital Swing Dancers club specifically.

Nominations may be made by any current member of Capital Swing Dancers. Nominations must include a written narrative detailing the qualifications of the nominated member. Nominations may be submitted to any current CSD board member, where upon, the CSD board call upon the volunteer Life Members and will forward the nomination and narrative to the Advisory committee for review and recommendations. The advisory committee will complete its task in a timely manner.

The committee will interview the nominee and other appropriate sources of information in order to compile a biography of accomplishments. Upon completion of its review, the Advisory committee will forward the nominated member's biography and a recommendation to the CSD Board. The CSD Board will review the application and the committee recommendation and will decide whether or not to approve lifetime membership for the nominee. Nominations may be resubmitted not less than one year from the CSD Board decision.

IMPORTANT DATES

January

Prior to January 31st of Each Year – Submit 1099 Forms

The treasurer must submit 1099 forms before February 1 of each year for individuals who were paid \$600 or more by CSD within the preceding year. These forms are submitted to the IRS and the recipients.

V.P. completes the P&P updates

January of Each Year – Domestic Filing with California Secretary of State

Every year, submit domestic filing and associated fee. Currently the next domestic filing date is January; however, the March elections require submission of a revised domestic filing (*see March of Every Other Year – Election of New Board*).

January of Every Other Year – Conduct General Membership Meeting

The election committee will hold a general membership meeting during the January dance to conduct elections every other year.

February

By Last Day of February – Mail 1099 Forms

The treasurer must prepare and mail 1099 forms for all individuals who have received \$600 or more of taxable income in the previous year. This typically would apply to the DJ and Convention Chairperson.

March

March of Each Year – Pay Post Office Box Fees

The treasurer must pay post office box fees by March 1st of every year (according to the current payment schedule).

March of Each Year – Submit National Association of Swing Dance Events Dues

The convention chair must coordinate NASDE dues submission by March of each year.

March of Every Other Year – Installation of New Board

When a new board is installed, the following tasks must be conducted:

- File a revised domestic filing with the California Secretary of State in March when the new board assumes office. There is no fee for this, only a form. ***Also must change if President, Secretary, or Treasurer change during term.*** The secretary is responsible for completing this task.
- Immediately change the names on the liability insurance for the following positions: President, Vice President, and Treasurer.

May

Prior to May 13th of Each Year – Renew Insurance Policy

The treasurer must renew the insurance policy by May 13th of each year.

Prior to May 15th of Each Year – File Tax Forms

The treasurer must file state and federal tax forms via certified mail before May 15th of each year.

June

June of Each Year – Submit World Swing Dance Council Dues

The convention chair must coordinate WSDC dues submission by June of each year.

July

July of Each Year – Renew Meeting Place Arrangement with SMUD

SMUD holds open enrollment for their meeting rooms in July. The President must obtain a form by June to ensure July enrollment.

Start working on selection of workshop instructors, DJ's, and the planning for next year's monthly dance.

August

August of Every Other Year ('11, '13, etc.) – Establish Election Committee

By the July preceding an election, the Board should **establish** a nominating committee for the upcoming elections.

Finalize list of instructors and DJ's

September

Set up next year's schedule with FOP&R

Start recruiting workshop instructors and DJ's

September of Every Other Year ('11, '13, etc) – Announce and Conduct Nominations

Elections should be announced before the September dance. Open nominations are conducted in September and October, and closed at the end of the October dance.

November

Complete recruiting of instructors and DJ's

December

December of Each Year – Publish Newsletter Schedule for Upcoming Year to the Board

The newsletter editor must publish the newsletter schedule for the upcoming year to the Board before the end of each year.

December of Each Year – Publish Dance Dates (Including Scheduled Workshops) in Newsletter and Web Site

The newsletter editor and web master must publish the dance dates (including scheduled workshops) in the newsletter and web site before the end of each year.

December

December of Every Other Year ('11, '13, etc.) – Announce and Conduct Nominations

Publish nominees by end of December.

Appendix A. Historical Information on Workshop Prices and Holiday Budgets

October 2001

Michael Kiehm: \$400 for 4-hour workshop and \$100 for travel expenses.

November 2001

Deborah Szekely and Robert Cordoba: \$600 for 4-hour workshop plus \$125 each for airfare and dinner.

Budget of \$400 for holiday party in December 2001.

October 2002

Wayne and Sharlot Bott: \$800 for 4-hour workshop plus airfare with accommodations at the Canziani's.

December 2002 dance prices were set at:

- \$8 for students 18 and under
- \$10 for club members, and
- \$15 for non-club members.

August 2002

CSD will pay DJ \$25 per hour for playing music at the dance workshops.

CSD will pay Linda Infante \$20 per month for providing cookies at the dances.

May 2003

Security: Two guards gets \$53 each, single guard get \$100 total.

Terry Marlais was compensated \$300 to balance the accounts and prepare the CSD tax returns for 2002.