

STANDING RULES

Standing Rules of the Whirl-A-Ways provide specific direction to general guidelines outlined in the Constitution and By-Laws, and establish policy guidelines to direct lesser actions not addressed therein. These rules may be amended by a simple majority of the Board of Directors, and do not require advance notification of, or a confirming vote by, the membership.

1. Square dance attire is recommended at all dances, and is optional at classes or workshops.
2. The official Club attire of the Whirl-A-Ways is black, and white.
3. The club shall purchase and provide temporary badges for registered class participants designating them as attendees of the Whirl-A-Ways class. These badges shall say "Advance Class" and be drilled to permit the name of the class participant to be displayed on a bar beneath the badge which should be purchased by and remains the property of the dancer. The badge remains club property and is to be returned to the club at graduation or upon approval of a membership application submitted in conjunction with graduation, or earlier if no longer attending. Upon acceptance as a member of the Club, each new member shall be required to purchase a Club badge. Officer's bars will be paid for by the Club, and remain Club property.
4. Current membership dues or class fees are **\$15.00** per person per month, payable monthly. They shall be paid at the first class/workshop of each month and will be considered past due if not paid by the second class/workshop. Unless a member or class attendee is on approved leave of absence, the same amounts are payable even if the party dances only part of the month or not at all. (*Amended 1-9-24*)
5. Adult guest fees will be **\$8.00** per person for all classes and workshops. If a class and workshop are held back-to-back on the same date and the guest is qualified to dance at the announced levels, payment of one fee shall cover entry to both events. (*Amended 1-9-24*)
6. Class or workshop participation is restricted to adult persons over the age of 18, unless a minor dancer is accompanied by their parent or legal guardian. Qualified minors under the age of 18 thus accompanied, may participate in the class or workshop as a paying guest at one-half the adult guest fee.
7. Qualified minors under the age of 18 accompanied by their parent or legal guardian and able to dance at the announced level may participate in Club-sponsored dances or hoedown events as a paying guest at one-half the suggested adult guest fee for the event.
8. Leaves of absence will not be approved without cause, as Club expenses are fixed and continue whether a member is here or is absent. A member can request a leave of absence (LOA) by completing a form available for that purpose at the welcome table. Any approved LOA must be for at least two months, and non-medical leaves may not exceed six months. If by the end of the requested period the Club has not been re-contacted and a return date established and no new dues have been paid, a member on medical leave shall be given a courtesy contact to determine status and a one-time extension granted if required; a non-responsive member on non-medical leave will be considered as resigned. Unless parallel training has been arranged by the dancer, leaves are not recommended for class attendees, as recovery of class progress made during such a lengthy required absence coupled with a return to the ongoing class is considered highly unlikely.
9. Door prizes and coffee for dances or hoedowns, when utilized, shall be donated if possible, or purchased in coordination with the Treasurer at a cost not to exceed \$25 per dance. The Club will pay for refreshments (cake and ice cream) at the Anniversary dance. When calculating guest caller fees, these items shall not be charged as a dance expense.
10. The Club Board will traditionally purchase, from Club funds, a Christmas gift for the Club Caller and Cuer(s).
11. Club caller and cuer contracts utilizing standard fees and contract conditions may be negotiated by the Caller Coordinator without additional oversight. Any non-standard conditions or excess cost arrangements must be approved by the Board before signing, unless it is a no-change renewal of an existing contract.

12. Ordinary and necessary expenses for amounts up to \$75 incurred by any member performing authorized Club business shall be reimbursed by the Club Treasurer. Expenses submitted for authorized purposes in excess of that amount must be approved by the Club Board before payment can be made.
13. The Club President, or his/her designated representative, will advise the membership at workshop about upcoming events of interest in the area.
14. The Club may publish, at its discretion, a periodic newsletter to keep the membership apprised of information regarding Club activities and other news of interest. The newsletter shall be prepared by the Publicity Coordinator and may incorporate input from Club officers, members, staff, or outside sources.
15. Each elected office shall have a written job description, in sufficient detail that a person with no prior experience can understand the various responsibilities of the position.
16. Certain appointed Chair and Volunteer positions have basic responsibilities defined. These include (but are not limited to):

Historian: Takes photographs at Club-sponsored events and maintains Club scrapbooks.

Welcome Table: Sets up tables at the entry door for classes, workshops or designated hoedown(s) and puts out flyers for future dances. May set out and monitor sign-in sheets and attendance rosters. Collects money for dues, guest and class fees, and raffle; counts monies received and turns same over to Treasurer after all dancers have arrived.

Hall Services: Does setup and cleanup of refreshments for classes, workshops, and/or designated dance(s). Responsible to see hall is cleaned up at end of event. May request assistance from class dancers or Club members to insure these tasks are performed in a timely manner.

Refreshments: Prepares or arranges to purchase refreshments for workshops and classes. May create a volunteer roster to spread workload. Costs to create or purchase these refreshments are reimbursable via the Treasurer

This list may be expended or contracted as needs of the Club may dictate.

* * * * *

This Revision of the Whirl-A-Ways Standing Rules was adopted by unanimous vote May 18, 2010.

*Amended September 13, 2011 (Rules 4 & 5)

*Amended January 9, 2024 (Rules 4 & 5)

End of Document